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POSITION DESCRIPTION

Administrator

Faculty/Division

Engineering

Classification Level

Professional 5

Hours & Span (Category)

G - Administrative, Clerical, Computing, Professional & Research Staff

Position number

00200970

Shiftwork status

NOT SHIFTWORKER

Position Summary

The **Administrator** plays a key role, in the Australian Centre for advanced Photovoltaics, responsible for the administration, and coordination including facilitating effective communication between internal and external stakeholders for our partnerships and consortium

The Administrator will report to Senior Research Fellow, Dr Jessica Jiang, with a dotted line to the Executive Director of the Australian Centre for Advanced Photovoltaics and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Coordinate and manage a broad range of administration practices and reporting systems in the Australian Centre for Advanced Photovoltaics, specifically for its partnerships and consortiums,
- Coordinate and organise meetings, workshops and other events, including planning, and logistics. Some travel may be required in the role.
- Plan, develop and maintain administrative procedures and processes providing knowledge and advice on best practice, for the Centre's partnership activities.
- Act as the primary contact for key internal and external stakeholders, maintaining effective channels of communication, analysing requests and set priorities.
- Align with and actively demonstrate the [Code of Conduct and Values](#)

- Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

- Relevant tertiary qualification in Photovoltaics or Solar discipline will be highly regarded, along with some relevant experience or equivalent competence gained through any combination of training and experience.
- Demonstrated ability to exercise initiative and recommend improvements to processes, and plan, co-ordinate projects and tasks
- Excellent time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines.
- Highly advanced interpersonal, written, and oral communication skills, in both Chinese and English
- Demonstrated experience providing effective customer service and support to stakeholders at all levels.
- High proficiency in preparing documentation, presentations and reports, and advanced competency in the use of Microsoft Office, including but not limited to Word, Excel, Outlook and Power Point.
- Proficient numeracy skills with the ability to communicate and report on the financial information and budgets for the partnerships and consortium.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.