



Make
it matter.

POSITION DESCRIPTION

Administrator

Position Level	5
Faculty/Division	Science
Position Number	00201184
Original document creation	12/07/ 21

Position Summary

As a member of the faculty administration team, an Administrator provides effective day-to-day administrative support within the eight schools and the Dean's Unit in Science to ensure all services are provided efficiently to meet the operating needs of the faculty.

The role reports to the Faculty Operations Manager, and is a member of the Faculty Operations team.

Accountabilities

Specific accountabilities for this role include:

- Provide high level administrative support to the Dean's Unit and other nominated teams across Faculty of Science.
- Support faculty and school operations by maintaining effective channels of communication with shared service teams in divisions, analysing requests and correspondence to prioritise as well as urgent and sensitive matters.
- Review and monitor finance administration requests, including but not limited to, purchasing, travel, credit card reconciliation, expense reimbursements, payment requests and billing processes.
- Perform budget and compliance checks against relevant finance projects.
- Provide effective specialist advice relating to administrative guidelines, processes and activities.
- Develop and maintain detailed filing systems, spreadsheets, databases, and other administrative systems.
- Draft agendas, minutes, correspondence, briefing notes, and guidelines for specific committees and meetings as required.

- Respond to a range of in-person, online and email enquiries from internal and external stakeholders, and initiate, action or escalate as necessary.
- Perform a range of duties to ensure the service requirements of the schools and faculty are met, including back up for periods of leave for relevant professional roles in the faculty and schools.
- Arrange, support and promote meetings and events as required.
- Coordinate or participate in relevant projects and business improvement activities to streamline processes and facilitate administrative efficiency, ensuring all activities comply with UNSW and faculty/school guidelines and processes.
- Maintain productive working relationships with nominated teams, relevant staff in the faculty and other internal and external stakeholders in order to facilitate efficient and effective administrative support and promote a positive profile for the portfolio.
- Other duties as directed by the Business Support Manager, Operations.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Advanced time management, organisational and problem-solving skills, including the ability to establish priorities and meet deadlines.
- Well-developed interpersonal and written and verbal communication skills.
- Demonstrated experience providing effective customer service and support to clients at all levels.
- Highly proficient computer literacy with excellent skills in Microsoft Office applications and digital platforms.
- Ability to make sound judgements and work both independently and as part of a team.
- Demonstrated experience supporting and contributing to projects and initiatives.
- Advanced numeracy skills.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

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.