Position Summary

College / Division  Academic Division
School / Section  Student Equity and Success
Location  Sandy Bay
Classification  HEO Level 6
Reports to  Reports to the Manager, Divisional Operations
Direct reports  Nil
Delegation level  Profile D

Position Overview

We are seeking to appoint a Business Operations Officer to work collaboratively as part of the Professional Services team of the Academic Division. The Professional Services team provides broad administrative, human resources, financial and governance support to Senior Leaders of the Academic Division as well as the wider Division. The role reports into the Manager, Divisional Operations but will primarily support the Pro Vice-Chancellor Student Equity and Success, as well as the Executive Director Student Residential Communities/Sport. The position will be offered at 0.8FTE, with working hours to be determined across Monday-Friday.

The Business Operations Officer role requires diligence in combining a mixture of regular, cyclical tasks with the need to be responsive, ensuring alignment to strategy and maintaining the highest level of administrative and operational support. The position operates in an environment requiring confidentiality, discretion and tact.

About the University of Tasmania

Welcome to the University of Tasmania, your island campus 1,270 million years in the making. This is heightened education at a slower pace of life. A place that attracts the highest percentage of scientists per capita in the world. Home to towering temperate rainforests, 60,000 years of human knowledge and underground cultural experiences of legend. Take your time to breathe it all in.

Our journey began in 1890, with a seed of academic excellence sown on our island. We inspire and encourage people to flourish and thrive. Our unique circumstances have made us resilient, transforming us into creative problem solvers. Our success is a testament to our quiet determination and adaptability.

We are more than just a place of learning. We are a catalyst for economic growth, a beacon for literacy, a champion for health and a guardian of our environment. We generate powerful ideas for and from Tasmania. We invite inquiring minds, from near and far, to join us in our pursuit of the extraordinary.
Accountabilities and outcomes

Purpose

The Business Operations Officer will undertake a range of duties supporting the work of the Student Equity and Success and Student Residential Communities/Sport portfolios including:

- Financial processes, including monitoring ongoing supplier transactions, work related expenditure and business card reconciliation.
- People processes, by providing high level support for Divisional recruitment, selection, appointment and HR processes including preparation of associated recruitment documentation, monitoring of staff contracts, processing of changes to staff position details and assistance in the management of casual staff appointments.
- Governance, including secretariat support to committees as required including the preparation of agendas, recording of minutes and calling for submissions.
- Coordination of work, health and safety risk audits and hazard reporting.
- Additional tasks including project support, event organisation, monitoring and updating the portfolio’s web pages.
- Miscellaneous tasks including project support, event organisation, monitoring and updating the portfolio’s internet and intranet sites.
- Diary management for the Pro-Vice Chancellor, Student and Equity Success, the Executive Director Student Residential Communities/Sport and broader divisional senior personnel including arranging meetings, working parties and responding to stakeholder enquiries.
- Other duties as required, including travel arrangements.

Key Outcomes

- Ensuring compliance in administrative and financial processes
- Supporting Senior Leaders to streamline diaries and processes effectively
- Reviewing and amending processes to be as efficient and effective as possible
- Acting as centres of information and support to the wider Division

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.
Success profile

Personal Attributes

• Flexible: Has an optimistic approach and readily recovers from setbacks. Embraces change and invites feedback to adapt and improve in the face of new challenges.

• Supportive: Understands others through listening and empathy, works well in a team and actively involves others by valuing individuals’ unique perspectives.

• Detail Oriented: Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.

• Structured: Works methodically to organise and plan tasks, upholds standards and works quickly, able to multitask to produce outcomes.

Core Capabilities

• Self Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.

• Holistic Decision Making: Able to form sound judgements based on all available information, considering the potential impacts of decisions from a broad range of perspectives before taking definitive action.

• Fostering Belonging: Fosters a sense of belonging and wellbeing, enables others to feel good and function to their fullest ability and role models respectful, inclusive and professional behaviours.

Role Specific Skills, Knowledge and Experience

• Completion of degree level qualification with relevant experience, or extensive experience and specialist knowledge or relevant combination of training, education and experience.

• Demonstrated ability to manage priorities, including timelines and budgets.

• High level written communication skills, with a demonstrated ability to compile documents (such as submissions, briefing notes and PowerPoint presentations) for diverse audiences.

• Strong communication and interpersonal skills, including negotiation and conflict resolution, with the ability to exercise judgement on complex and sensitive issues.

• Demonstrated ability to work independently with competing deadlines, and the capability to make sound decisions or elevate to higher levels as appropriate.

• Experience in the provision of secretariat support to committees and working parties.

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

As part of our commitment to a safe and inclusive workplace, employment history and criminal background checks may be conducted as part of the selection process.
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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position.