

Administration Officer - Paramedicine

College/Division	Health and Medicine
School/Section	School of Medicine
Location	Rozelle
Classification	HEO4
Reporting line	Team Leader, Rozelle
Date	May 2022

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint an Administration Officer – Paramedicine in the [School of Medicine](#) which is part of the [College of Health and Medicine](#).

The Professional team across the School campuses incorporates a wide range of administrative and support service functions, including operating online and face to face, and contributes to a client focused service model providing quality reception, information, advice and support services. The incumbent will build strong professional relationships with internal and external service providers and collaborate with the broader School Administration team.

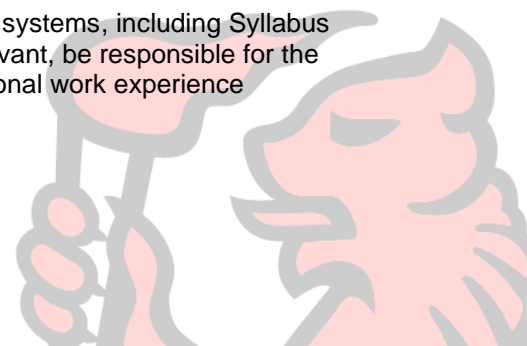
The Administration Officer - Paramedicine is an integral part of the Tasmanian School of Medicine Paramedicine Program Delivery and Assessment Team based in Sydney. The incumbent will be responsible for creating effective relationships working with internal and external health service providers and collaborating with the broader School administrative team including liaising with Course and Unit Coordinators in the Bachelor of Paramedicine and Paramedicine Conversion Pathways Program.

Under the direction of the Team Leader - Paramedicine, the incumbent will perform administrative functions to support the delivery of the School's quality learning and teaching programs. They will be integrally involved in core administrative responsibilities to meet UTAS deadlines across a range of administrative support tasks which may include reception duties, assisting with timetabling and student placements, supporting examinations and assessments and providing general administrative services. An ability to show initiative, flexibility, and to work both independently and as part of a team across various courses will be a requirement.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Develop and update timetables for uploading into relevant timetabling systems, including Syllabus Plus, in consultation with academic and professional staff. Where relevant, be responsible for the management of student compliance documents and external professional work experience placements.



- Liaise with Unit Coordinators and the digital innovation team to oversee and support all functional aspects of course delivery in MyLo.
- Work with the broader Program Delivery and Assessment team to ensure the efficient organisation and coordination of examinations and results. Prepare examination papers, invigilate and coordinate examinations to comply with all UTAS guidelines and regulations and quality assure all student results.
- Assist with examination data analysis by preparing documents and reports to be used for feedback to students and academic staff.
- Communicate with Tasmanian School of Medicine academic and professional staff and other UTAS teams around special teaching events and activities. Provide accurate course-related information and advice to students and staff, either face to face or through written correspondence.
- Participate in relevant committee and working parties as directed by the Team Leader.
- Undertake other duties as assigned by the Team Leader.

What We're Looking For

- An Associated Diploma level qualification with relevant work related experience or an equivalent combination of relevant experience and/or education/training.
- Demonstrated administrative skills including strong organisational and prioritisation skills together with the ability to perform tasks with accuracy and attention to detail with minimum supervision.
- Competence in using a range of computer software applications, including word-processing, spreadsheet, database, presentation software, email and the Internet as a resource.
- Excellent interpersonal skills with the ability to work as an effective member of a team.
- Well-developed oral and written communication skills including the ability to draft correspondence and prepare minutes and reports
- Ability to focus on and understand client needs.
- Ability to be flexible and adaptable to cope with changing work methods and working environment.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

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 above may be altered in accordance with the changing requirements of the position.

