

Senior Administration Officer

College/Division	College of Health and Medicine
School/Section	Schools of Nursing
Location	Launceston or Hobart
Classification	HEO6
Reporting line	Reports to Business Manager

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 a Senior Administration Officer in the [School of Nursing](#), which is part of The [College of Health and Medicine](#). The School of Nursing is the largest School in the University with approximately 7000 enrolled students each year across both undergraduate and post graduate programs.

Reporting to the School Business Manager and drawing from a high degree of institutional knowledge, the Senior Administration Officer works across a range of administration support functions, providing high level analysis and undertaking or supporting operational activity, planning and priority projects at the School level.

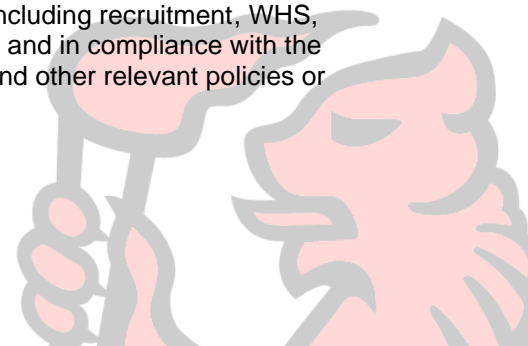
The position plays a key role in the administration of workload allocation for academic staff. Under the broad direction of the Business Manager and working closely with senior academic staff, the Senior Administration Officer provides advice, makes recommendations and maintains workload allocation records based on strong knowledge of staff expertise, applicable policies and rules and the School's Budget context.

The incumbent is an effective analyst and strong collaborator with the ability to form effective partnerships to deliver transactional and operational outputs that support workload allocation and the effective management of the School's budget.

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

- Provide high level administrative support to the School Workload Allocation Committee, including but not limited to, scheduling staff, adjusting workload calculators, engaging casual staff, reviewing and updating workload allocation policies, documents and tools and supporting consistent and equitable workload allocation.
- Referring to the Staff agreement, Nursing Workload Allocation model, timetables, student load and individual workload allocations, analyse workload allocation for staff across the school identifying teaching gaps, excessive or insufficient workloads and provide advice on staffing for the effective delivery of units in both PG and UG programs.
- Support the Business manager to ensure broader school operations including recruitment, WHS, space management, risk and procurement, are managed within budget and in compliance with the UTAS Staff Agreement, The Fair Work Act, Work Health and Safety and other relevant policies or regulations.



- Collaborate with College Services to ensure effective operational support for the School within budget parameters, including casual timesheet approvals, onboarding and procurement.
- Undertake research and analysis and provide reports against key performance indicators, workload allocation and expenditure against budget.
- Work with College Services and School based professional staff to improve systems, policies and procedures, contribute to team projects and goals and deliver on School operational requirements.
- Undertake specific projects and other duties as assigned by the supervisor within the scope and accountability of the role.

What We're Looking For (success criteria)

- Completion of a degree/diploma in a relevant field with subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Well-developed analytical, verbal and written communication skills and the capacity to interpret and apply policy and institutional knowledge, prepare reports, keep accurate records and maintain confidentiality.
- Highly developed administration and organisational skills, with a demonstrated ability to work flexibly and to exercise initiative and judgement on work methods and task sequence in order to meet deadlines in a high-volume work environment.
- Proven capacity and confidence to build and maintain relationships, work effectively as part of a team and effectively communicate and negotiate with a diverse range of stakeholders at all levels
- Demonstrated, high level computer skills including excellent spreadsheet, information management, email and word processing skills, ability to retrieve and analyse information from corporate data systems and experience in the use of Office 365 applications, including Teams and OneDrive.

Other position requirements

- Experience in a tertiary education environment is desirable.
- Current 'C' class driver's licence
- Intra-state and/or inter-state travel may occasionally be required.

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.

More information:

<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.

