

<b>POSITION TITLE</b>	Administrative Officer
<b>COLLEGE/DIVISION</b>	College of Arts, Law and Education
<b>SCHOOL/SECTION</b>	School of Humanities/School of Social Sciences
<b>CAMPUS</b>	Sandy Bay
<b>CLASSIFICATION</b>	HEO 5
<b>DATE</b>	March 2019

### 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 culture 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 University that is values-driven, relational, diverse, and development-focused.

The College of Arts, Law and Education (CALE) incorporates the School of Humanities, the School of Social Sciences, the School of Creative Arts and Media, and the Faculties of Law and Education. The College provides world-class research and teaching, offering undergraduate and postgraduate programs from the University's Hobart, Launceston and Cradle Coast (Burnie) campuses.

As a key member of the School Administration team, the Administrative Officer has broad responsibilities in the areas of academic administration, staffing administration, and School level purchasing and financial administration.

The Administrative Officer is central to the coordination and integration of School academic administration activities for undergraduate and postgraduate courses across the student lifecycle and in accordance with University priorities, policies, procedures, and timelines.

Operating with a degree of autonomy, the position provides high level support across staffing and financial transactional activity and makes a notable contribution and may lead continuous improvement projects within the School. The position is challenging and varied across its responsibilities and applies a solution-focused approach to identifying opportunity and recommending new and better ways of working.

We are an inclusive organisation that works from the strength that diversity brings. We are dedicated to attracting, retaining and developing our people and are committed to our equity and inclusive principles and celebrate the range of diversity assets which gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community.

### POSITION RELATIONSHIPS

<b>Supervisor</b>	School Manager
<b>Direct reports</b>	Nil
<b>Other</b>	The appointee works closely with staff in the School and interacts with other academic staff, professional staff, current and prospective students and RHD candidates across the College of Arts, Law and Education.

## KEY ACCOUNTABILITIES

1.	Provide expert guidance and advice to students and staff on the interpretation of College and University rules, ordinances, policies, and procedures relating to student lifecycle activities.
2.	Provide executive support to committees and working groups associated with the School, including the preparation of agenda papers, minutes, correspondence and follow-up actions, as well as the collection and analysis of data to produce detailed reports to support the section.
3.	Coordinate and take responsibility for defined projects as required, in accordance with University policy and procedures, including overseeing staff training and development initiatives, service delivery, and maintenance of standards.
4.	Working in the context of a culture of continuous improvement, inform the development of policies and procedures and play a key role in the School's achievements in relation to regulatory standards and governance responsibilities. This includes taking a solution-focused approach and working with the School Manager to identify opportunity and recommending new and better ways of working.
5.	Provide high level support and advice across complex staffing and transactional financial activities within the School, and establish effective working relationships with the School Managers, Heads of Schools, and other senior staff in the College and with wider University professional services hub staff.
6.	Other duties as reasonably required by the School Manager and/or Head of School.

## DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Tasks are performed under the general supervision of the School Manager. Decisions are made within the scope of established procedures and guidelines.

## POSITION CRITERIA

### Essential Requirements

1. Completion of a Diploma level qualification and experience in academic administration in a tertiary institution, or an equivalent combination of education, training and/or experience.
2. Ability to work with competing demands, prioritise multifaceted work tasks, and demonstrate a high level of flexibility in responding to changing work priorities.
3. High level communication skills with a particular emphasis on attention to detail, and the ability to establish effective relationships with a broad range of people.
4. Demonstrated experience in coordinating and leading projects and achieving successful outcomes within a university or similar complex environment.
5. Highly-developed skills and experience with information management systems and software including email, internet, word-processing, spreadsheets and databases, presentation software and records management, together with the capacity to acquire an understanding of new technologies.

## WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.
- Our approach to safety management is ensuring firstly everything goes right through an understanding and proactive investigation of everyday activities. Our focus is to intervene before a hazard or incident is raised and respond early to required changes.
- All staff will inform their Supervisor of any unsafe working practices or hazardous working conditions.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.

## UTAS VALUES AND BEHAVIOURS



We subscribe to the fundamental values of **honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice**. We bring these values to life by our individual and collective commitment to:

- \* Creating and serving shared purpose
- \* Nurturing a vital and sustainable community
- \* Focusing on opportunity
- \* Working from the strength diversity brings
- \* Collaborating in ways that help us be the best we can

Our [University Behaviour Policy](#) sets out these values, standards and expectations for appropriate behaviour that apply to all employees and characterise the collegial and community nature of our University.