



POSITION DESCRIPTION

Senior Administrator and Projects Advisor

January 2023

UNIVERSITY of 
TASMANIA

Position Summary

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| College / Division | Academic Division |
| School / Section | Library and Cultural Collections |
| Location | Launceston/Hobart |
| Classification | <u>HEO Level 7</u> |
| Reports to | University Librarian |

The Opportunity

The Senior Administrator and Projects Advisor makes an essential contribution to the smooth operations of the Library and Cultural Collections, providing high level secretariat support to the University Librarian and the senior team. The position works across multiple teams and collaborates with a diverse range of internal and external stakeholders to deliver initiatives on time.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges, we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

The Library and Cultural Collections Senior Administrator and Projects Advisor supports the Library and Cultural Collections senior team managing initiatives, projects, planning and compliance.

Key Result Areas

- Provide high-level administrative and secretariat support to the Library and Cultural Collections senior team, including developing strategies, writing comprehensive reports, presentations, briefing papers, meeting agenda and minutes for senior management forums.
- Lead a range of strategic initiatives and projects across multiple teams and sites in consultation with project experts, and stakeholders, including writing project documentation, and reports in a timely manner.
- Manage ongoing departmental activities related to workplace health & safety, business continuity, department-specific risk and compliance requirements, and raise issues and make recommendations to the senior team.
- Oversee annual activities including interrogating statistical and qualitative data to support strategic, workforce, and professional development planning.
- Engage with, collaborate, and influence wider teams, including Procurement, Finance, and Information Technology, to provide continuity of service through effective work practices.
- Provide communication plans to proactively advocate and promote Library and Cultural Collections services internally and externally.
- Contribute to a positive workplace culture that encourages and promotes feedback, teamwork, and continuous improvement.
- Actively participate in the achievement of operational and strategic goals.
- Other duties as assigned by the University Librarian

Behavioural Expectations

We aim to 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

- Evaluative: Excels at examining information and asking probing questions, documenting facts and interpreting data in an objective manner.
- Rapport Building: Enjoys interacting with other people and effectively establishes rapport by putting others at ease. Effectively promotes achievement and recognition.
- Structured: Works methodically to organise and plan tasks, upholds standards, and works quickly, able to multitask to produce outcomes.
- Driven: Takes action and uses initiative to seize opportunities and pursue outstanding results, even when presented with difficulties or setbacks.

Core Capabilities

- Continuous Improvement: Continuously finds ways to improve and simplify processes, systems, and practices to deliver improved outcomes for our students, staff and community by utilising practices such as Lean, Agile and Design Thinking.
- 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.
- Growth Mindset: Adopts a growth mindset and consistently seeks feedback, makes others comfortable with taking risks and experimenting to improve over time.
- Leading Change: Involves colleagues in designing, co-creating and exploring the changes that will affect them. Ensures lasting adoption of changes by combining established change management practices with people-centred design and behavioural science.

Role Specific Skills, Knowledge, and Experience

- Highly developed administration and organisational skills with demonstrated agility and flexibility to respond to changing priorities, show initiative and perform in a high-pressure environment.
- Proven excellent project management skills with the ability to lead projects and strategic initiatives with positive outcomes across diverse teams.
- Demonstrated high level digital literacy (including the use of Microsoft 365) to retrieve information from a variety of systems to produce timely reports, papers, and presentations.
- Demonstrated excellent research, analytical, conceptual, and problem-solving skills, with an ability to find ways to improve and simplify processes, generate new ideas and make recommendations for solutions.
- Effective, client focussed stakeholder engagement and a collaborative approach to influence others and manage expectations at all levels.
- High level of communication skills, to promote and advocate for library and cultural collections.

Qualifications and Licences

- Completion of a degree level qualification or an equivalent combination of skills, training, and experience in executive support in a large complex organisation preferably in higher education.

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.

COVID-19

The University of Tasmania recognises that this is critical for the workforce at the University to protect the safety of our workforce and vulnerable Tasmanians. Applicants for this role must be prepared to provide evidence of Covid-19 vaccination as a condition of employment.



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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