

Administration Officer

College/Division	Division of the Chief Operating Officer
School/Section	Southern Transformation
Location	44 Melville Street, Hobart
Classification	HEO 5
Reporting line	Change Manager, Southern Transformation

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 people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint an Administration Officer to support the Southern Transformation Project Team, reporting to the Change Manager, Southern Transformation.

The Southern Transformation Project Team is working collaboratively with key internal and external stakeholders to move the University to Hobart City. This multi-year project will deliver a new, purpose-built campus and provide more young Tasmanians with the opportunity to get a university qualification.

The Administration Officer plays an important role in providing high-level administrative support to members of the Southern Transformation Project Team. The Administration Officer will work collaboratively with their Southern Transformation colleagues, as well as a diverse range of internal and external stakeholders, to ensure that day-to-day operations are efficient and responsive within a dynamic environment.

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

- Assist in the day-to-day operations of the Southern Transformation Project Team including booking rooms, organising engagement sessions and expense and diary management
- Assist with the preparation of reports in various presentation formats that support and inform Transformation Projects
- Manage confidential and sensitive information with appropriate discretion
- Assist with and drive process improvements in the day-to-day operations of Southern Transformation Project
- Liaise with multiple stakeholders within and external to the University, providing a positive interface between Southern Transformation and internal and external communities.
- Undertake other duties as reasonably assigned by the positional line manager and Director – Operations, Southern Transformation

What We're Looking For (success criteria)

- Proven experience in managing diaries and organising meetings.
- An understanding of protocols in relation to liaising with senior members of staff, including the



confidential and often sensitive nature of the work.

- Ability to work in a high paced office environment while maintaining high standards and an attention to detail.
- Proven experience of following process in a team environment and contributing to the improvement of office processes, particularly in relation to diary functions.
- Excellent ability to manage competing and changing priorities and work in an agile, flexible, and resourceful way.
- Proven experience of working in a high performing team in a dynamic environment.
- Excellent written, verbal, and interpersonal skills.
- A high level of computer literacy, including competence in Office 365 applications, Microsoft Excel, Microsoft Word, and Microsoft PowerPoint,

Other position requirements

- A current 'C' class driver's licence as occasional intrastate may 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.

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.

