

Administrative Officer

College/Division	Academic Division
School/Section	Riawunna Centre for Aboriginal Education
Location	Hobart
Classification	HEO4
Reporting line	Head of Service, Riawunna

This is an Identified position appointed in accordance with the University of Tasmania [Identified Aboriginal and Torres Strait Islander Position Guidelines](#).

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 a full-time Administrative Officer in the [Riawunna Centre](#) which is part of the [Academic Division](#).

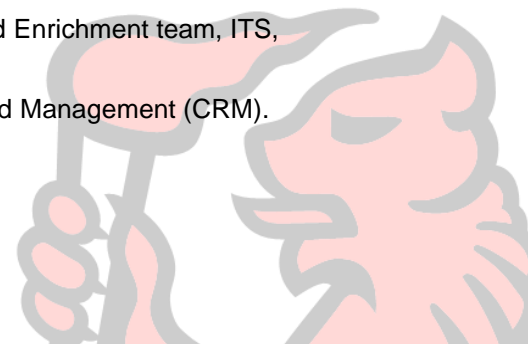
The Administrative Officer role is a crucial link for the Riawunna team to conduct Riawunna's operational requirements. It is a front of house position and is the first person students, staff, visitors, and Aboriginal community members will see and meet in the Riawunna Centre on the Sandy Bay campus. The position is responsible for the provision of effective and efficient administrative support to the Riawunna team. The incumbent will undertake day to day administrative support for all Riawunna programs and projects that supports positive change for Aboriginal student success.

The incumbent will also ensure that the Riawunna Centre is a well maintained and culturally welcoming for Aboriginal and Torres Strait Islander students, Community, and visitors.

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 a high level of administrative support to Riawunna's programs, such as the Murina Program, Riawunna Tutoring Program, Riawunna Scholarships, Riawunna Community Program, and facilitate the Welcome to Country ceremonies for the south working closing with the Riawunna team.
- Provide support with the financial management of Riawunna Programs.
- Provide support with the management of Riawunna records, assets, and student data.
- Manage the purchasing of stationery and infrastructure for the Riawunna Centre on the Sandy Bay campus as required.
- Work effectively with University partners (such as the Student Life and Enrichment team, ITS, Campus Services, People and Wellbeing etc.) as required.
- Monitor and provide timely responses to enquiries in Customer Record Management (CRM).



- Refer students to the appropriate Riawunna team members for assistance and support.
- Support the facilitation of Cultural events/activities at the Riawunna Centre, including event planning, logistical oversight, attendance, and reporting.
- Prepare Risk Assessments for Riawunna activities and events.
- Support the development and maintenance of Riawunna's marketing, including ordering all promotional merchandise.
- Maintain Riawunna's webpage and social media, ensuring that content is current and accurate.
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- This is an Identified position. The appointee will be an Aboriginal or Torres Strait Islander person (refer to [Aboriginal and Torres Strait Islander Identified Position Guidelines](#) for required documentation to be provided with application).
- Demonstrated high level ability to communicate effectively and in a cultural sensitive manner with Aboriginal and Torres Strait Islander people and to work respectfully as part of a team.
- Awareness of the services and programs delivered by the Riawunna Centre for Aboriginal students, University Community, and the Aboriginal Community.
- Demonstrated high level ability to stay focused on tasks and work efficiently and effectively to deadlines together with a high level of written and verbal communication skills.
- Demonstrated high level ability of strong organisational skills and a demonstrated capacity to act independently within established guidelines, using discretion, confidentiality, and sound judgment.
- Demonstrated ability to use computers to undertake administrative tasks, including Microsoft programs, Excel spreadsheets, maintaining contact lists and email operations for general communications.
- Demonstrated ability to work transparently and collaboratively within a team and other internal stakeholders.

Other position requirements

- Current Working with Vulnerable People registration (or to be obtained)

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.

