



Position Description

Administration Officer

Rural Health Research Institute

Office of the Deputy Vice-Chancellor (Research)

Classification	5
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	Nil
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	August 2024



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting the university key performance indicators:

Our Students	Commencing Progress Rate Student Experience
Our Research	Research Income Research Quality and Impact
Our People	Engagement All Injury Frequency Rate
Our Social Responsibility	Underlying Operating Result Community and Partner Sentiment

Office of Deputy Vice Chancellor (Research)

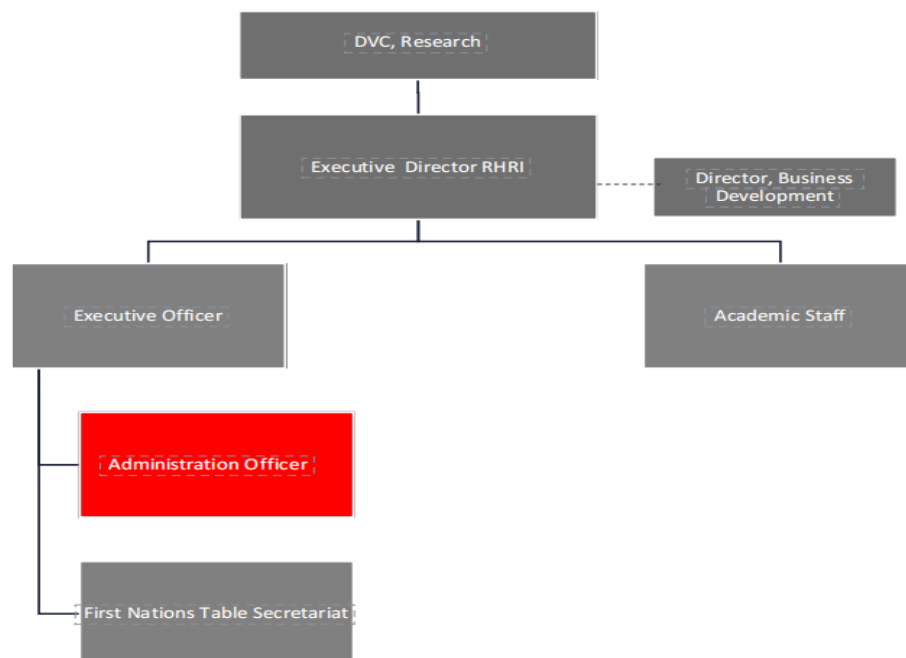
Charles Sturt University is a community minded organisation with strong links to industry, government and other educational organisations through research and courses. Our vision is to be Australia's leading regional university, advancing the careers of our students, inspiring research excellence and driving regional outcomes with goal impact. We collaborate with our partners on research with global impact.

The Deputy-Vice-Chancellor (Research) (DVC R) is responsible for research; research training; partnership with industry and end-users to enhance research and maximise research impact; the commercialisation agenda; national and international partnerships; research ethics and compliance. Through the DVC R portfolio the university will grow our strategic and applied research in core focus areas through strong industry, government and regional partnerships, expertise in digital and excellence in delivering research outcomes.

Charles Sturt is establishing the Rural Health Research Institute which will:

- address Aboriginal and Torres Strait Islander health inequity and contributes to Closing the Gap aspirations;
- improve the experience of ageing and aged care in rural communities;
- foster child development health outcomes;
- boost rural, consumer-driven health and medical research capability and capacity;
- build clinical research capacity; and
- enhance health and medical service delivery in regional cities, rural towns and remote community.

Organisational chart



Reporting relationship

This position reports to: Executive Director, Rural Health Research Institute

This position supervises:



Key working relationships

- Advisory Board
- ODVC Research and Research staff
- Faculty and School staff
- Divisions and offices within Charles Sturt University in particular Research Services, Finance, People and Culture, Facilitates Management and Business Development.
- Consultants and contractors for key deliverables.

Position overview

The Administrative Officer provides high level administrative support across a wide range of areas within the Institute. A major focus of the role will be the provision of support to the Academic Director through the management of correspondence (including email), meeting schedules and travel arrangements.

The position also supports the Advisory Board and business operations as required in matters related to invoicing, purchasing, HR reporting, and student resources. From time to time the Administrative Officer will be required to take responsibility for undertaking projects within the Office.

Principal responsibilities

- Provide high level administrative support to the Academic Director of the Rural Health Research Institute through personal assistance and organisation, maintaining the filing system, including the electronic document management system, maintaining office equipment, attending to correspondence and email communications, taking follow-up action as required, and dissemination of items for action and feedback from the relevant areas within the Office and University.
- Provide secretariat support for the Advisory Board including scheduling and minuting meetings.
- Maintain effective liaison with staff in the Institute and other areas of the University as required, as well as relevant organisations outside the University.
- Access and utilise University systems (finance, student, etc) for inquiries and reporting
- Draft and prepare letters, instructions, standard reports, presentations, agendas, minutes and any necessary administration of records on of the Institute ensuring it is professionally presented and consistent with relevant regulations, policy and guidelines.
- Ensure that processes have integrity and that appropriate quality assurance processes are in place, such as records management.
- Actively pursue ongoing improvements to processes, systems and general administration, utilise available technologies and resources.
- Schedule and organise events (e.g. functions and conferences), including travel; attendances; printing; and agendas where appropriate.
- Undertake project work including responsibility for reporting requirements, and associated research and analysis. Provide recommendations, actions and implementation plans as required.
- Other duties appropriate to the classification as required.



Role-specific capabilities

Network	Bring people together and build relationships that deliver desired benefits and outcomes.
Listen closely	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
Live our values	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
Focus on service	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.

Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Completion of a degree; or completion of an associate diploma, normally with at least 2 years' subsequent relevant work experience; completion of a certificate and extensive subsequent relevant experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Proven experience working closely with senior managers, with strong office management skills, including time management and organisational skills to manage multiple priorities, the ability to organise diary and travel arrangements.
- C. Strong customer service focus with a proven capability to deliver high quality service to internal and external stakeholders.
- D. Demonstrated commitment to continuous improvement and working as an effective team member

Desirable

- E. Experience in a higher education or research management environment.

