

# Position Description

Senior Administrative Coordinator



## Details

Area	Faculty of Health
Team	School of Medicine Institute for Mental and Physical Health and Clinical Translation (IMPACT)
Employment	Full-time (36.75 hours per week) and fixed term for 12 months
Location	Health Education and Research Building (HERB) and Waurin Ponds campus
Classification	HEW level 7
Manager Title	Institute Executive Officer

## Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

### Overview

The primary objective of the Senior Administrative Coordinator position is to provide comprehensive administrative and operational leadership and support associated with defined areas of responsibility to ensure the seamless functioning of the Institute and delivery of its many programs and initiatives. The incumbent will be entrusted with delivering expert, independent coordination of a range of internal research grant schemes, and provide strategic advice on critical business, research delivery and performance, and a range of other operational matters thereby facilitating effective management of the Institute's functions and resources. This role demands a thorough understanding of academic and administrative policies and their local implementation, as well as the ability to navigate complex organisational environments.

Reporting to the Institute Executive Officer the incumbent will:

- Take accountability for end-to-end research related programs such as SEED and TIER, including developing procedures and ensuring guidelines are documented for transparency. Provide clear instructions and expectations for all parties and complete systematic review, analysis and evaluation of program activities with a focus on return on investment and alignment with the Institutes research priorities.
- Provide advice to Institute Executive on all matters relating to the programs including financial information taking ownership of the program delivery.
- Coordinate and manage the IMPACT Conference travel support program. Strategically assess funding applications, monitor expenditures across systems, and collaborate with finance to ensure compliance with accounting standards.
- Be responsible for a range of upstream tasks related to recruitment, appointments and reappointments, including funding, resourcing, and compliance, honorary and visitor appointment and liaising with relevant areas to address enquiries and resolve issues related to all new research teams movements in and out of the Institute.
- Be the primary liaison between Deakin and University Hospital Geelong to lead the review and ongoing management of emergency management procedures and processes for the HERB site in line with Deakin and Barwon Health policies.
- Identify and lead the development of content for expansion of internal SharePoint including annual review and scheduled promotions.
- Coordinate and support multiple working groups, committees and Advisory Boards.
- Undertake reporting tasks including ad hoc and scheduled reports in a timely manner drawing accurate conclusions and condensing complex information into clear, concise themes for the Institute Executive.
- Support the Institute Executive Officer with budget and resource management and undertake projects and project tasks independently.
- Proactively identify and undertake a range of program review tasks, analysing and evaluating the success of various programs and prepare recommendations for the Institute Executive.
- Lead process improvement activities and develop and implement practical, accessible solutions based on stakeholder needs.
- Identify and recommend improvement opportunities and initiatives to support strategic vision.

### Accountabilities

- Distil the core issues from complex information and draw accurate conclusions and present logical arguments that address the core issues. Condense complex information and next steps into simple concise terms that others can understand.
- Draw on a diverse range of people, groups and resources to identify new ways of doing things and use knowledge of innovation principles to analyse current processes and practices.
- Establish and demonstrate a high level of learning, energy and commitment and welcome feedback from others and use this feedback to improve learning.
- Prioritise work and critical activities, evaluate progress, identify relevant solutions and select the most appropriate from the range of alternatives. Challenge existing processes by formulating creative and inclusive alternative solutions and benefits.
- Identify situations in which change is needed and understand and communicate the reasons for the change. Implement change through appropriate channels and overcome obstacles to change.
- Give balanced, constructive feedback that takes in to account individual capability and supports team performance. Ensure team members responsible for implementing work priorities have role clarity, the authority to act and feel empowered and supported to act. Implement strategies to promote positive emotional wellbeing across the team.
- Actively seek feedback from customers regarding their satisfaction with products or services received. Respond to feedback with openness and transparency and seek to identify ways to better service the customer.
- Build new relationships with key and influential individuals both within and outside the University.

### Selection

- A Degree with at least 4 years subsequent relevant experience
- Experience in human resource administration, academic research administration, finance and related activities in a large organisation with complex administrative structures, policies and procedures
- Experience in operating in a high-pressure diverse environment, involving face to face, phone and written issue.
- Excellent numerical skills to work with financial data and research related numerical information.
- Demonstrated high level analytical and problem-solving skills in a relevant setting.
- Excellent written communication, interpersonal and presentation skills with the ability to build strong relationships with a wide range of internal and external stakeholders and produce clear and accurate communications.
- Proven high level of accuracy and attention to detail in all aspects of performance.
- Experience providing services and support in a large organisation in a research setting.
- Experience in continuous improvement and leading and delivering local level projects.
- Demonstrated skills in setting, reviewing and delivering according to changing priorities.

### Capabilities

- **Emotional Intelligence** manages emotions to positively influence behaviour.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.

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- **Engages Other** establishes effective relationships to achieve shared goals.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Innovates** creates an environment where creativity and innovation are valued.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

## Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position requires the incumbent to hold a current Working with Children Check
- This position requires the incumbent to hold a current National Police Record Check

**Note** The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.