



## Senior Administrative Executive (Resources)

<b>School/Unit</b>	School of Engineering
<b>Area of Specialization</b>	School Management Office
<b>HEW/Classification</b>	HEW 6A
<b>Employment type</b>	Full time
<b>Work location</b>	Malaysia
<b>Date document created or updated</b>	4 December 2017

### Organisational context

Established in 1998, Monash University Malaysia is one of Malaysia's most respected universities. We are Monash University's global foot print in the Asian region, carrying with us the distinction of being the Malaysian constituent of a premier research intensive Australian university ranked among the top 100 universities in the world, and a member of Australia's prestigious Group of Eight (Go8). From humble beginnings, Monash Malaysia has grown in stature, and is now recognized as a leader in the international higher education sector in Malaysia.

As a self-accrediting University, we attract students not just from Malaysia, but from all over the world. Approximately 7,500 students representing almost 70 nationalities are currently enrolled at Monash Malaysia, and enjoy a quality academic experience.

Since our inception, Monash Malaysia has built a reputation for quality, credibility and integrity, and is held in high esteem by our students, alumni, industry and government. We encourage critical thinking to help discover new ideas, reveal new perspectives and devise solutions. We maintain a long and proud tradition of excellence in education, combined with liberal values of enquiry, providing a fertile environment for bright young minds to flourish, and life-long opportunities for those wishing to enhance their education and career.

For further information see: [www.monash.edu.my](http://www.monash.edu.my).

### School of Engineering

The School of Engineering continues to grow rapidly, particularly in the delivery of undergraduate programs, and through the expansion of its facilities and infrastructure. In addressing global engineering challenges of the 21st century, the expansion of research activities in our Malaysian campus is of high priority for the University, reflected by the significant increase of school collaborative partnership with the industry sector, and through the offering of the Higher Degrees by Research, the Master of Engineering Science (Research) and the Doctor of Philosophy (PhD). The School currently has close to 1,500 undergraduate students, consisting of approximately 70 academic staff, and 42 professional and technical support staff.

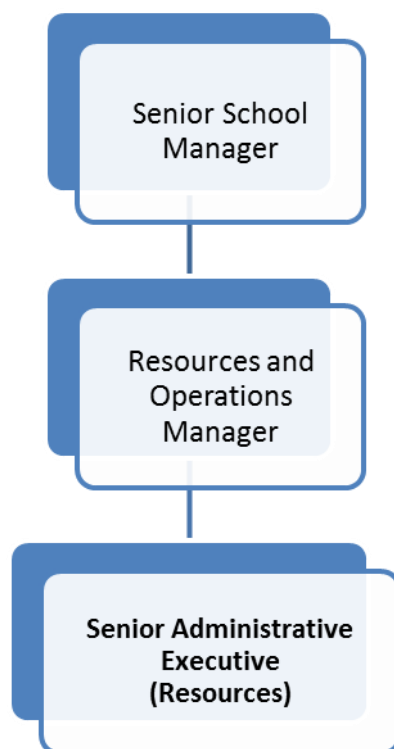
The School offers the 4-year Bachelor degree in 6 disciplines: Chemical Engineering, Civil Engineering, Electrical and Computer Systems Engineering, Mechanical Engineering, Mechatronics Engineering and Software Engineering. These are the 6 core disciplines of Engineering, driven by the strong and growing demand for capable graduates in Malaysia, the Asian region and beyond.

In line with the School Development Plan and to meet the thriving market demand, the school has recently started to offer the Master of Advanced Engineering (Energy and Sustainability), a 1-year Master by coursework program.

For further information: [www.eng.monash.edu.my](http://www.eng.monash.edu.my)

## Position purpose

Reporting to the Resources and Operations Manager, the Senior Administrative Executive (Resources) is a member of the School Management Office and is responsible for assisting the Resources and Operations Manager to manage the school assets, website, intranet, school business processes, projects, optimized floor space usage, manpower workload and Standard Operating System (SOP). The position contributes to operational excellence, staff satisfaction, development and delivery of better facilities and services, space planning and IT support for both the School of Engineering and School of Information Technology.



- **Reporting line:** The position reports to Resources and Operations Manager
- Supervisory responsibilities : As assigned
- Financial delegation and/or budget responsibilities : As necessary

## Key result areas and responsibility

### 1. Facilities Management, Asset Management and Planning

- Participate as school representative on the campus Facilities Committee and ITS and Web Committee to provide a two-way communication as appropriate
- Manage physical space available to the school including staff offices, research facilities and resource rooms
- Liaison with Campus Facilities and Maintenance Office
- Work with other staff and coordinate the effort across teams (cross-functional) to accomplish tasks

- Create/Maintain accurate school assets inventory
- Develop and maintain effective relationships with key university staff for flow of information and problem solving
- Manage and improve the school website
- Ensure accuracy and up to date information of web content at all times
- Manage school intranet and online shared folders
- Provide advice and support to staff on IT matters as appropriate
- Maintain an active list of software and hardware inventory list for all computers/tablets/laptops within school
- Assigning resources to staff and visitors including; security access, IT usage, office space and equipment, lab space

## **2. Industrial Engineering and Project Management**

- Evaluate, develop and improve work processes, procedures and operating systems
- Design and optimize the space utilization for existing processes through efficient layout plan
- Initiate and manage projects of strategic importance to the school under the direction of the School
- Manage all facilities and building expansion/renovation projects

## **3. Others**

- Supportive role in planning and coordinating school and campus promotional activities/events such as Eng & IT week, Open Day, Application Day, Discovery Day, Graduation, Education Fair, student recruitment road shows, etc
- Perform other duties as and when assigned by the Supervisor and Senior School Manager

## **Key selection criteria**

### **Essential**

1. A relevant tertiary qualification in Project Management, Industrial Engineering, Information Technology, and/or significant relevant experience of at least 5 years in a tertiary educational institution.
2. Minimum 3 years of work experience in related fields
3. Demonstrated experience and skill in web design and management
4. Well-developed analytical and conceptual skills with ability to adapt to new situations, and develop creative solutions to strategic and operational problems
5. Well-developed organisational skills, including the ability to set priorities, manage time, and plan work in advance
6. Strong verbal communication and interpersonal skills with the ability to liaise, build relationships and negotiate with people across all levels
7. Excellent written and communication skills in English
8. Demonstrated ability to contribute effectively in a team environment
9. Proficient in the use of standard application software such as the Microsoft Excel, Word, Autocad etc
10. Excellent attention to details and prepared to work under pressure and short timelines

### **Desirable**

1. Experience in or an understanding of the higher education sector
2. Resourceful in getting information and initiate new methods to improve existing business processes
3. Positive outlook and energetic personality

## **Other job related information**

- This position may be required to work on weekends or public holidays during Open Days and/or other key campus/university activities organised by the university
- Attend appropriate training as recommended and approved by Supervisor
- May be required to work extended hours during peak periods
- May be required to travel overseas (business trip) for short periods