

Position Title:	Executive Officer (Indian Ocean Marine Research Centre (IOMRC) Partnership)
Position Classification:	Level 7
Position Number:	316507
Faculty/Office:	Engineering and Mathematical Sciences
School/Division:	
Centre/Section:	Oceans Institute and Graduate School
Supervisor Title:	Director
Supervisor Position Number:	315403

Your work area

The Indian Ocean Marine Research Centre is a collaboration that brings together four of Australia's leading research organisations working in and around the Indian Ocean:

Australian Institute of Marine Science (AIMS) – www.aims.gov.au
 CSIRO Oceans & Atmosphere (CSIRO) - www.csiro.au/en/Research/OandA
 Department of Fisheries WA – www.fish.wa.gov.au
 UWA Oceans Institute – www.oceans.uwa.edu.au

The collaboration includes the development of new multi-disciplinary research teams and a graduate training environment that will significantly advance Australia's marine science capacity, capability, and profile.

Reporting Structure

Reports to: Director, UWA Oceans Institute and Oceans Graduate School

Your role

Under broad direction of the IOMRC Executive Committee, provide senior administrative support and planning for the IOMRC partnership, provide a central liaison point for the partnership and contact point for external enquiries of the partnership and prepare reports as required. This role will respond to complex and diverse enquiries using expertise and judgement to independently analyse and solve problems, provide informed advice, and executive support.

Key responsibilities

Provide specialist administrative support to the portfolio and various committees including driving the completion of actions arising from the IOMRC Executive Committee, IOMRC Strategic plan, IOMRC Research Strategy and annual Operations Plan.

Apply an extensive and in-depth knowledge of the IOMRC partnership and research administration to provide key strategic advice on a variety of issues such as planning, communications and outreach opportunities and liaise with stakeholders on partnership matters and opportunities as they arise.

Manage workflow efficiently and effectively including communication, both incoming and outgoing, and follow up on actions to ensure conclusions from meetings.

Assist in the development and implementation of IOMRC related research collaboration in accordance with contractual obligations

Manage operational budget

Contribute to the development of, and implement a plan to, promote and foster the collaborative intent of the IOMRC partnership

Act as a liaison between IOMRC committees and partners

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or equivalent extensive high level experience in a similar role

Substantial senior administrative experience in a broad range of tasks

Excellent planning and organisation skills to manage conflicting priorities and tight deadlines

Demonstrated ability to determine long term planning, set priorities and meet deadlines

Proven ability to derive value from partnerships

Excellent written and verbal communication, and consultation skills

Special Requirements

NIL

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Equity and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au>