



Administrative Officer

Department/Unit	School of Earth, Atmosphere and Environment
Faculty/Division	Faculty of Science
Classification	HEW 5
Work location	Clayton campus
Date document created or updated	2018

Organisational context

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You'll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you'll need to publish your work. We're a university full of energetic and enthusiastic minds, driven to challenge what's expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at www.monash.edu

The **School of Earth, Atmosphere and Environment** is located in the Faculty of Science (www.monash.edu/science/) and has close collaborations with other Schools, such as Physics, Chemistry and Biology, and with other Faculties, such as Business and Economics, Arts, and Engineering. The School has strong links with outside institutions such as CSIRO, the Bureau of Meteorology, the Australian Synchrotron, and Geoscience Australia as well as a large number of research institutes and universities globally.

The School is highly multidisciplinary with very active groups in Dynamical Meteorology, Climate Dynamics, Cloud Processes, Turbulence and Atmospheric Convection, Biosphere-Atmosphere Interaction, Climate Impacts and Adaptation, Atmospheric Modelling, Urban Climate, Geodynamics, Tectonics and Structural Geology, Environmental Mineralogy, Synchrotron Geoscience and Geochemistry, Hydrogeology and Hydrochemistry, Economic Geology and Petrology, Soil Science, Environmental Earth Science, Applied Geophysics, Geomorphology, GIS and Remote Sensing. The School is actively involved in several research Centres, such as the Australian Research Council's Centre of Excellence for Climate System Science, the Australian Research Council's Centre of Excellence for Climate Extremes, the Corporate Research Centre for Water Sensitive Cities and the 3D ALIVE (Applied Laboratory for Immersive Visualisation Environment).

Position purpose

Reporting directly to the School Manager, the Administrative Officer is responsible for the efficient and effective delivery of administrative services and coordination of a wide range of School services/functions.

Reporting line: The position reports to the School Manager under general supervision

Supervisory responsibilities Supervision of the General Office Administrator

Financial delegation: Not applicable

Budget responsibilities: Financial approval level of up to \$20,000

Key responsibilities

1. Implement and deliver a range of effective administrative tasks including managing processes, providing services, responding to queries, advising on policy and process, supporting committees, project administration and producing reports in accordance with agreed standards and timeframes
2. Provide high levels of customer service in accordance with best practice guidelines, policy and procedure
3. Maintain service standards including prompt issues resolution and adherence to privacy, confidentiality and compliance requirements
4. Undertake the input and analysis of data, including ensuring effective security, storage and distribution of data, records and reports
5. Provide sound and timely advice, guidance and support to other staff, clients and stakeholders in areas of administrative and service responsibility
6. Participate in and implement continuous improvement activities relating to service practices, quality assurance and customer service excellence
7. Maintain effective working relationships with colleagues, clients and other stakeholders to support and facilitate service delivery

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - completion of a degree, preferably in Accounting and/or Finance; or
 - substantial relevant skills and work experience; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Knowledge of financial regulations and procedures with experience
3. Excellent administration skills and a demonstrated capacity to deliver effective operational processes and systems
4. Demonstrated organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
5. A strong commitment to excellence in customer service and a hands-on approach to service provision.
6. Ability to work as an effective member of a team as well as the ability to exercise independence and judgement where required
7. Demonstrated analytical and problem-solving skills
8. Well-developed written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues
9. Highly developed computer literacy, including experience using business software such as Microsoft Office
10. Good working knowledge of Microsoft Office and IT applications including database management and reporting. Microsoft Excel Level 3 and experience with pivot tables would be advantageous with experience in SAP, the University's accounting system

Other job-related information

- Limited after hours work may be required.
- A current satisfactory Police Records Check is required

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.