



Australian
National
University

Position Description

College/Division:	ANU College of Arts and Social Sciences
Faculty/School/Centre:	Research School of Humanities and the Arts (RSHA)
Department/Unit:	RSHA Directorate
Position Title:	Administrative Officer
Classification:	ANUO4
Position No:	28121
Responsible to:	Research School Executive Officer
Number of positions that report to this role:	NIL
Delegation(s) Assigned:	D8

PURPOSE STATEMENT:

The Administrative Officer plays a key role as the first point of contact within the Research School Directorate and in providing assistance to support the teaching, research and outreach activities of the RSHA Directorate, the Sir Roland Wilson Building and its staff including those from centres associated with the RSHA Directorate and the Schools of Art and Design and Archaeology and Anthropology. Their key role is in providing administrative assistance and attending to enquiries, providing first level advice and escalating more complex enquiries to the appropriate responsible staff.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Administrative Officer will work closely with the RSHA Directorate Office, the academic and professional staff within the immediate building and in particular with staff from centres associated with the RSHA Directorate and the Schools of Art and Design and Archaeology and Anthropology. They will also be required to liaise with staff in the ANU College of Arts and Social Sciences and other relevant areas of the University.

Role Statement:

Under the general direction of the Research School Executive Officer:

- Act as the first point of contact for enquiries and general reception tasks, providing advice on a range of University policies and procedures and redirecting more complex enquiries to the appropriate staff;
- Provide assistance for the day-to-day running of the reception and administrative services including, but not limited to: answering and/ or redirecting telephone and email enquiries, providing keys and arranging access cards for staff and students, collating stationery needs and placing orders, maintaining photocopiers and printers, parking permits, filing and collating and distributing incoming and outgoing mail and maintaining fieldwork equipment loans;
- Provide administrative support with broad knowledge of related processes within other functions in the College, especially student and finance administration and with buildings, maintenance, IT and AV support and WHS coordination;
- Create and maintain various administrative contact and e-mail lists and assist with routine web maintenance as required outlining staff and student achievements and Research School activities;
- Act as first point of contact for all ANU Timetabling and course scheduling tasks and coordinating all

SRWB room bookings, including managing all room bookings in the system, advising on room availability, setting up rooms, providing inductions to equipment for users and arranging catering as required;

- Assist with administrative tasks for the SRWB-located Centres including student and courses administration, office allocations, filing and collating teaching and research materials;
- Liaise and develop networks with administrative and executive support staff within the area and the University and actively engage in ongoing professional development;
- Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling;
- Comply with all ANU policies and procedures, in particular those relating to the Code of Conduct, work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Demonstrated administrative experience in a client-facing role in a complex organisation. Qualifications and/ or relevant training will be highly regarded.
2. Demonstrated customer service skills and ability to liaise with stakeholders in a culturally diverse environment and to communicate effectively both verbally and in writing.
3. Proven ability to prioritise own workload and to work both independently on routine tasks and as part of an administrative team, including the capability to be self-motivated and flexible, is highly desirable.
4. Proficient computer skills with demonstrated experience using the MsOffice suite.
5. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.
6. Demonstrated interest in the arts and/or humanities.

Supervisor/Delegate Signature:		Date:	30 January 2018
Printed Name:	Ms Suzanne Knight	Uni ID:	U3649783

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CASS	Dept/School/Section	RSHA Directorate
Position Title	Administrative Officer	Classification	ANUO4
Position No.	28121	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>

OTHER POTENTIAL HAZARDS (please specify):

Supervisor's Signature:		Print Name:	Suzanne Knight	Date:	30 January 2018
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