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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | CASS |
| **Faculty/School/Centre:**  | RSHA |
| **Department/Unit:**  | School of Literature, Languages & Linguistics |
| **Position Title:**  | School Administrator  |
| **Classification:** | ANU 5 |
| **Position No:** |  |
| **Responsible to:** | School Manager |
| **Number of positions that report to this role:** |  |
| **Delegation(s) Assigned:** |  |

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| **PURPOSE STATEMENT:**The School of Literature, Languages & Linguistics (SLLL) studies and teaches language, literature, culture and linguistics in English, in classical and modern European languages and Australian Indigenous languages. The school is comprised of three centres and a number of disciplines and engages in a wide range of activities including research, teaching and outreach. SLLL sits within the Research School of Humanities & the Arts in the College of Arts & Social Sciences. The School Administrator will provide quality assistance to meet the strategic educational and research objectives of SLLL and to ensure that these activities are carried out in accordance with university policy and procedure.   **KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** The School Administrator will work with the rest of the administrative team to facilitate the activities of the School of Literature, Languages & Linguistics. These activities support the research and education objectives of the college in accordance with the University’s strategic plan. **Role Statement:**Under the broad direction of the School Manager and the Head of School the School Administrator will;* Co-ordinate the Undergraduate program administration for the School of Literature, Languages and Linguistics. This includes timetabling, scheduling, results processing and enrolment enquiries.
* Assist the Head of School and Discipline Program Convenors with reporting and outreach administration as well as liaising with internal and external stakeholders.
* Coordinate the development and maintenance of promotional material, in conjunction with the College Marketing and Communication team, including brochures, advertising, website and social media.
* Identify areas for process improvement and work proactively with colleagues in the college for solutions, particularly in the areas of student experience.
* Work closely with the rest of the administrative team in SLLL, supporting and contributing to all activities.
* Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
* Other duties as directed appropriate to the level of the position.
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| **SELECTION CRITERIA:**1. A relevant degree or Year 12 with extensive relevant work experience or an equivalent combination of relevant experience and/or education/training. Experience in university administration would be highly regarded.
2. Well-developed computer skills, with proficiency using the MS office suite, website maintenance tools as well as demonstrated understanding of social media.
3. Proven ability to prioritise work to meet conflicting deadlines and ability to work with minimum supervision both individually and as part of a team.
4. Excellent communication and interpersonal skills, including the demonstrated ability to consult, negotiate and liaise effectively with a diverse range of people both orally and in writing, and provide high quality client service, with a proactive continuous improvement approach.
5. A demonstrated understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.
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| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: | Sharon Komidar | **Uni ID:** | U3025350 |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | CASS | **Dept/School/Section** | SLLL - RSHA |
| **Position Title** | School Administrator - HDC | **Classification** | ANU 5 |
| **Position No.** |       | **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.

1. 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.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. 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
4. ‘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

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| 1. 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.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** | **Sharon Komidar** | **Date:** |  |