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<b>Position Title:</b>	Senior Officer, Coursework Scholarships & Prizes
<b>Position Classification:</b>	Level 6
<b>Position Number:</b>	305370, 313725
<b>Faculty/Office:</b>	Student Experience
<b>School/Division:</b>	Student Services
<b>Centre/Section:</b>	Central Service Delivery Centre
<b>Supervisor Title:</b>	Manager, Coursework Scholarships & Prizes
<b>Supervisor Position Number:</b>	303616

### Your work area

Student Experience is a newly created area to focus on delivering student experience and engagement that provides the greatest value for students, and ensuring consistency of experience across the organisation.

Student Experience is responsible for improving student satisfaction, advocacy, and retention and employment rates, and building value for each student segment that are integrated across the enterprise and deliver on the brand promise.

Student Experience encompasses a number of core services delivered through Student Services, Student Wellbeing, and Student Experience services in the Faculty Service Delivery Centres.

### Reporting Structure

Reports to: Manager, Coursework Scholarships & Prizes

### Your role

As the appointee you will, under limited direction, provide support and direction in the establishment, management and administration of scholarships and prizes, respond to complex and diverse enquiries using expertise and judgement to independently analyse and solve problems, provide informed advice and provide senior administrative and executive support to the area

### Key responsibilities

Liaise with other relevant areas of the University to establish, develop, document, and implement policies, procedures and systems for the establishment, management and administration of scholarships and prizes.

Administer and manage specified scholarships and prizes, including organising publicity, processing and assessing applications, offering awards, undertaking financial and other administration, consulting with students, and other relevant tasks.

Apply an extensive and in-depth knowledge to provide authoritative advice and liaise and consult with other areas

Set priorities and monitor and manage work flows

Respond to complex and diverse enquiries

Analyse aspects of the scholarships and prizes programme as required and provide policy and strategic advice

Monitor and analyse expenditure and prepare budgets and financial reports

Other duties as directed

## **Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Highly developed written and verbal communication skills

Substantial senior administrative experience at an appropriate level

Highly developed planning and organisational skills and demonstrated ability to set priorities and meet deadlines

Ability to work independently, show initiative and work productively as part of a team

Knowledge of relevant policies and procedures for the administration of personnel, financial and student activities and experience in the direct provision of services to students

## **Special Requirements (selection criteria)**

NA

## **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.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>