

 **Position Title: Administration Officer**

 **Position Classification: Level 5**

 **Position Number: 314735**

 **Faculty/Office: Faculty of Arts, Business, Law and Education**

 **School/Division: Confucius Institute**

 **Centre/Section:**

 **Supervisor Title:** **Business Manager**

 **Supervisor Position Number: 314734**

**Your work area**

The Confucius Institute (CI) at The University of Western Australia (UWA) is a non-profit organisation dedicated to strengthening ties and increasing mutual understanding between China and Western Australia. CI connects Western Australians with Chinese language and culture through Chinese language tuition, presentation of public performances, seminars and workshops, and delivery of cultural awareness training. CI supports Chinese language programs in more than 30 schools in metropolitan and regional WA. The first CI to be established in Australia, CI at UWA now forms part of a network of 500 sister institutes across 138 nations. For more information about CI visit the website at [www.confuciusinstitute.com.au](http://www.confuciusinstitute.com.au).

**Reporting Structure**

Reports to: Business Manager

Direct Reports: Nil

**Your role**

As the appointee you will, under limited direction, provide high level administrative support to the Confucius Institute Business Manager and the Director.

**Key responsibilities**

* Administrative support including email and diary management for the Director, meeting preparation, report generation, travel arrangements and credit card management**.**
* Create and prepare correspondence for internal and external agencies.
* Co-ordinate a range of administrative functions that will include personnel, financial and program activities, and report to the University.
* Liaise with University central administration and the Institute’s Chinese staff regarding procedures, reporting and other matters.
* Respond to general and administrative enquiries, and initiate action as appropriate in a timely and professional manner.
* Manage and maintain the filing system (paper and electronic).
* Coordinate accounts payable and accounts receivable for the Institute.
* Prepare agenda and minutes for committees and take follow up action.
* Attend public events where necessary (outside office hours).
* Marketing of the Institute’s language courses and other activities.
* Other duties as required.

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

* Relevant tertiary qualification or demonstrated equivalent competency.
* Highly developed writing skills (correspondence, procedures and reports) and verbal communication skills.
* Substantial relevant administrative experience at an appropriate level, including coordination of accounts. Experience with marketing programs and activities is preferred.
* Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, website maintenance and email.
* Ability to show initiative and to work independently and productively as part of a team.
* Highly developed organisational skills with the ability to manage conflicting demands in a sensitive cross-cultural, non-native-English-speaking environment.
* Understanding and appreciation of Chinese culture, or willingness to develop this. Chinese language skills are required.

**Special Requirements**

*Occasional after hours work will be required on evenings and weekends.*

**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>