



POSITION DESCRIPTION

Australian Mathematical Sciences Institute
Faculty of Science

Administration and Finance Assistant (AMSI)

POSITION NO	0044232
CLASSIFICATION	PSC 4
SALARY	\$63,707 - \$67,613 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term to 31 December 2020
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kirsten Doert Tel +61 3 8344 1777 Email kirsten@amsi.org.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Administration and Finance Assistant (AMSI) is responsible for providing high quality administrative support to the AMSI Directorate.

The Administration and Finance Assistant has responsibility for a wide range of general office support tasks including drafting documents, updating databases, coordinating communications, organising travel where advised, and assisting with local events under the general direction of the Executive Officer. In addition, the Administration and Finance Assistant will be required to assist the Finance Team with administrative tasks and data entry and will liaise with relevant finance stakeholders for those related responsibilities.

The focus of these administrative tasks shall be to support AMSI's day-to-day operations.

1. Key Responsibilities

1.1 ADMINISTRATION

Under the direction of the Executive Officer, AMSI:

- ▶ Coordinate the day-to-day administration activities of the AMSI Directorate.
- ▶ Build and maintain strong and effective relationships with AMSI staff to ensure the efficient delivery of administrative services in a diplomatic manner.
- ▶ Assist with administrative functions for meetings and conferences and organise travel and accommodation, scheduling, venue & catering booking, coordination and registration of participants, minute taking, following up actions, and the collation and organisation of meeting papers.
- ▶ Maintain effective filing and database systems using Salesforce for records management of email, records, papers, telephone and distribution lists.
- ▶ Contribute to the development of effective tracking systems for recording, processing, monitoring and following up on ongoing requests, communications, programs and projects.
- ▶ Support the Executive Officer on routine HR matters on a range of tasks that may include but that are not limited to: providing recruitment and administration support to supervisors on such matters as advertising text, PageUp administration such as position entry and offer details data entry.
- ▶ Maintain and update assigned AMSI website content on the WordPress Platform.
- ▶ Respond promptly and appropriately to telephone and email enquiries.
- ▶ Manage stationery, newspapers, and other domestic provisions for the AMSI offices.
- ▶ Undertake projects and other duties as directed.

1.2 FINANCIAL SERVICES

Under the general guidance of AMSI Financial Officers:

- ▶ Work with AMSI finance team to ensure regular, timely and accurate financial reports.

- ▶ Code and process purchasing card transactions and reimbursements for AMSI card holders on a monthly basis, in compliance with University of Melbourne policies and timelines.
- ▶ Provide administrative and data entry support in financial services including accounts payable and accounts receivable, in accordance with University of Melbourne policies.
- ▶ Ensure that financial records are accurately and promptly filed.

1.3 OTHER

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a diploma level qualification with relevant work related experience in an educational institution, or an equivalent combination of education, training and experience.
- ▶ Strong written communication skills, including proof reading, editing, and the ability to draft messages for a variety of platforms and target audiences.
- ▶ Excellent interpersonal skills with the ability to work and deal with a broad range of stakeholders both within the University and outside.
- ▶ High level of accuracy and attention to detail ensuring key details (names, dates, times, etc.) are correct.
- ▶ Strong computer literacy, particularly with the Microsoft Office suite. Experience in large computerised accounting systems, such as Oracle.
- ▶ Track record of adapting and learning new computer software, and a genuine interest in developing software proficiency (notably in Customer Relationship Management).
- ▶ Demonstrated self-motivation and flexibility in responding to changing work priorities, with the capacity to work both independently and particularly as a member of a team.
- ▶ Demonstrated experience in applying relevant policies to financial transactions to ensure compliance.
- ▶ An ability to demonstrate tact, discretion, and a professional and helpful manner at all times to colleagues, customers and clients.

2.2 DESIRABLE

- ▶ Experience using Customer Relationship Management software for stakeholder management and mass email campaigns (preferably using Salesforce).
- ▶ Web publishing and web site management, preferably on the WordPress platform.
- ▶ Experience working in the higher education sector.
- ▶ A broad knowledge of University policy and procedures.

- ▶ Knowledge and proficiency in using University enterprise systems including THEMIS.

2.3 SPECIAL REQUIREMENTS

- ▶ May be required to work out of standard hours of work for special program events.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Administrative and Finance Assistant works under the broad supervision of the Executive Officer and the AMSI Finance Officers.

The Administration and Finance Assistant will work with a high degree of independence to proactively resolve day-to-day activities and will escalate matters when they fall outside policy guidelines or require significant procedure modification. The applicant is expected to be responsible for their own time management and prioritisation of tasks to ensure that key responsibilities are met. The successful candidate is expected to be proactive and demonstrate initiative in working with staff at all levels.

3.2 PROBLEM SOLVING AND JUDGEMENT

The applicant works within the broad framework of University policy and is expected to demonstrate well rounded problem solving skills and good judgment and will be called on to provide advice on issues that may arise. The Administration and Finance Assistant will be required to exercise excellent judgement in managing workload and prioritising tasks in an area with often tight deadlines and conflicting demands.

The successful candidate is required to develop sound record-keeping systems in a rapidly changing environment.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires outstanding organisational and administrative skills, highly developed oral and written communication skills, advanced word and data-processing skills using Microsoft Office and the ability to contribute to the management of resources within a complex organisation.

A detailed knowledge of the University's policies and procedures along with the AMSI functions and operation is required to ensure that key responsibilities are executed and key processes are followed. The Administration and Finance Assistant will have a thorough knowledge of the AMSI structure and activities, a sound understanding of the mathematical sciences in Australia; and a broad understanding of University structures. The capacity to work with a range of people at different levels within the University, and externally is important.

3.4 RESOURCE MANAGEMENT

All staff are responsible for the effective management of their time and other resources and are expected to suggest ways that the team could more effectively complete its core business without compromising customer service and administrative standards.

3.5 BREADTH OF THE POSITION

As the responsibilities of the position are broad and varied requiring the Administration and Finance Assistant to liaise with a diverse range of people including academics, university staff, students and external visitors to AMSI.

The Administrative and Finance Officer will be required to develop strong working relationships with academic and professional staff in AMSI. There is need for regular contact, liaison and information exchange with staff in other service areas of the Faculty and the University as well as with students and clients. It is expected that administrative duties will cover 60% of the position and that the remaining 40% will be allocated to financial services responsibilities.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 AUSTRALIAN MATHEMATICAL SCIENCES INSTITUTE (AMSI)

www.amsi.org.au

AMSI is a joint venture partnership of 12 universities with membership made up of an additional 17 universities, 5 Government agencies and 6 mathematical and statistical societies. The University of Melbourne is the lead agent of the joint venture.

AMSI was established in November 2002 with initial funding of \$1M from the Victorian Government's Science, Technology and Innovation Infrastructure grants program and matching funds from a member consortium of Australian universities and other mathematical organisations.

AMSI's mission is the radical improvement of mathematical sciences capacity and capability in the Australian community.

Since its inception AMSI has developed as a nationally and internationally recognised centre for the mathematical sciences with achievements ranging across:

- ▶ Representation of its and the wider mathematical community in communicating the strengths, importance and vital benefits of mathematics and statistics to journalists, university administrators, politicians, public servants and industrialists;
- ▶ Significant participation in and support of high-level submissions to governments;
- ▶ Successful organisation of wide-ranging industry-linked activities;
- ▶ Enhancement of the national level of competency in school mathematics through provision of well researched, well researched, well written mathematics textbooks and teacher resource materials, teacher professional development and electronic teaching aids;
- ▶ On-going provision of activities at higher education level including postgraduate and specialist courses and workshops.

The Australian Mathematical Sciences Institute (AMSI) is located at the University of Melbourne and is a departmental unit in the Faculty of Science. It is situated at Building 161 on the university's main campus in Parkville.

6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$70 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

*Figures from the latest available data for 2015, including published international rankings data.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>