



POSITION DESCRIPTION

Asia Institute – Centre for Contemporary Chinese Studies
Faculty of Arts

Administrative Support Officer

POSITION NO	0032133
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.5 FTE) position
BASIS OF EMPLOYMENT	Fixed-term position available until 31 December 2018 Fixed term contract type: Specific Task or Project
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	Melissa Sharkey – School Manager Tel +61 3 9035 8588 Email melissa.sharkey@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Position Summary

The Asia Institute is the University of Melbourne's key centre for studies in Asian languages and cultures. Our teaching programs include Arabic, Chinese, Indonesian and Japanese languages, as well as Asian and Islamic Studies. The Asia Institute has close links with other Schools and Faculties across the University, and our programs are strongly interdisciplinary in focus.

The Administrative Support Officer will assist the operational needs of the Asia Institute by providing high level administrative support for the Centre of Contemporary Chinese Studies (CCCS), a major University initiative, in relation to relevant projects that will work towards further developing the Centre during the initial start-up period. Launched in April 2013, the CCCS plays a vital role in promoting an Australian approach in the study of contemporary China, and serves to be a significant source of research-based information on China, Chinese societies and Chinese economies in the 21st century. The position will be responsible for several high quality administrative support services in relation to projects and initiatives. These initiatives may include but are not limited to a process of reviewing and further developing improved administrative systems, reviewing and developing the Centre's webpage, coordination of key events and launches, the establishment of several research initiatives, the establishment of several committees and adhoc special projects as they arise. In addition, the incumbent will also provide executive support to the Director (CCCS).

The Administrative Support Officer requires a high level of understanding of issues being dealt with by the Director of the Centre for Contemporary Chinese Studies, a good working knowledge of the University, its policies, and key stakeholders both internal and external. The incumbent will have excellent communication and interpersonal skills, and the ability to balance priorities and competing demands in a busy and changing organisational environment.

1. Key Responsibilities

1.1 EVENT COORDINATION

- ▶ Assist in the development of the Centre for Contemporary Chinese Studies' events calendar for 2018 to align with the objective of the Centre;
- ▶ Coordinate at least 12 seminars and one Symposium for the Centre in 2018;
- ▶ Collate data for events ensuring events are improved on based on feedback and data collected;
- ▶ Ensure tracking of RSVP, registration and follow-up for events whilst keeping the Centre's mailing list current;
- ▶ Develop a plan for better aligning the Centre's mailing list to the Faculty of Arts mailing list and increase the number of recipients on the list;
- ▶ Assisting in meeting event objectives within set timelines, resources and budget constraints and are coordinated smoothly;
- ▶ Preparation of invitation lists, preparation and despatch of invitations, and production of name tags;
- ▶ Venue bookings and ordering of equipment (including catering, AV, merchandise, publications and equipment);
- ▶ Production of marketing materials (such as flyers) using University and Faculty templates

- ▶ Maintain a list of relevant preferred event suppliers and liaise with external suppliers where necessary to deliver Faculty events;
- ▶ Coordinate catering requirements;

1.2 BUSINESS SUPPORT SERVICES

- ▶ Provide high level client liaison for the Centre for Contemporary Chinese Studies including coordinating the arrival of guests and providing a professional first point of contact for external parties contacting the Centre;
- ▶ Coordinate invoicing and other financial transactions of the Centre, including arranging expense reports for the Director;
- ▶ Coordinate the diary and appointment schedule of the Director, including arranging meetings with staff, students and other clients;
- ▶ Manage the process of responding to incoming general enquiries to the Centre and ensure the accurate dissemination of information as directed;
- ▶ Assist with the development and preparation of high quality correspondence on behalf of the Centre;
- ▶ Coordinate accommodation and travel for international and interstate guests;

1.3 PROJECT SUPPORT SERVICES

- ▶ Under the guidance of the Centre Director and the AI School Manager, review current event calendar and provide guidance on event operations to staff;
- ▶ Under the guidance of the Centre Director and the AI School Manager review current administrative systems and processes and assist in the establishment of improved procedures including the creation of manuals and documents where required;
- ▶ Develop and maintain consistent, accurate and accessible filing systems, including maintenance of file structure in network drive;
- ▶ Working with the Director make appropriate updates to the webpage where required;
- ▶ Act as a Committee Secretary for associated working groups as required, a task that may include working with the Director to establish administrative processes including preparation of templates for agendas, minutes and reports;
- ▶ Compile reports and documentation on the Centre's activities when required.

1.4 OH&S

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a degree or an equivalent combination of relevant experience and/or education/training;
- ▶ Demonstrated ability to work as part of and contributing to a team;

- ▶ Demonstrated ability to work independently with the ability to manage one's own time and prioritise tasks to meet deadlines;
- ▶ Event and project coordination experience;
- ▶ Excellent written and verbal communication skills, with the proven ability to draft high quality written documentation including agendas, minutes and reports;
- ▶ Excellent interpersonal skills including an ability to effectively relate to individuals at all levels from a variety of cultural, linguistic, and religious backgrounds;
- ▶ Demonstrated use of initiative and responsiveness in planning and developing new ideas and approaches to ensure organisational objectives are achieved;

2.2 DESIRABLE

- ▶ Experience in working in a culturally diverse organisation, in particular with Asian and Islamic communities;
- ▶ Experience working in a tertiary educational environment;
- ▶ Chinese language proficiency.

3. *Special Requirements*

- ▶ Attendance at key events (most of which are conducted outside normal office hours) is an inherent requirement of this position and the successful applicant will be required to possess some flexibility with their working hours around this key responsibility. Time off in-lieu or overtime will be provided.

4. *Job Complexity, Skills, Knowledge*

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Administrative Support Officer works under the direction of the Director of the Director of the Centre for Contemporary Chinese Studies and the School Manager of the Asia Institute. The incumbent will demonstrate a high level of independence and the capacity to operate with minimal supervision and provide regular summaries of work to date. The incumbent will show initiative and be able to determine the appropriate methods to ensure activities are undertaken promptly and efficiently, and liaise as appropriate with the internal and external stakeholders.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Administrative Support Officer is expected to exercise sound judgement in the management of priorities and methods, set achievable timelines for the completion of task and deliver projects within specified timelines. The incumbent will demonstrate sound judgement in making assessments and decisions to ensure the effective and efficient running of the Asia Institute and its administrative processes and procedures. They will demonstrate good problem solving skills by contributing to the development and review of administrative procedures, and handle all issues with confidentiality, care and sensitivity.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Administrative Support Officer will be expected to have a sound understanding of University policies and procedures including a working knowledge of the University's decision-making structures, administrative and financial policies and systems. The incumbent will be expected to develop a thorough knowledge of the Faculty, its committee structures and processes.

4.4 RESOURCE MANAGEMENT

The Administrative Support Officer is required to keep all necessary records in a manner compliant with University policy and procedures.

4.5 BREADTH OF THE POSITION

The role of Administrative Support Officer involves a broad range of functions and responsibilities as detailed in Key Responsibilities. The incumbent will be required to have excellent organisational skills, and be able to work closely with the Director and School Manager, and to liaise effectively with senior management in the Faculty and University, with academic and professional staff as required, as well as with organisations and individuals outside the University. The Administrative Support Officer will require strong computer skills in using a variety of standard packages and be able to learn specialised systems, including the University's Themis system and Outlook Calendar. The Administrative Support Officer must be able to adjust to changing systems and technologies.

5. *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 strive for excellence and reach the targets of Growing Esteem.

6. 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/people/community/responsibilities-of-personnel>

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

7. Other Information

7.1 ORGANISATION UNIT

<http://arts.unimelb.edu.au/asiainstitute>

7.2 BUDGET DIVISION

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Studies

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office

► The Human Resources Office

For more information on the Faculty please see www.arts.unimelb.edu.au

7.3 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>.

7.4 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.

7.5 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>