



POSITION DESCRIPTION

Australian Mathematical Sciences Institute
Faculty of Science

Administration Assistant - AMSI Intern

POSITION NO	0043534
CLASSIFICATION	PSC 4
SALARY	\$63,707 - \$67,613 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term position until 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	Glen Sheldon Tel +61 3 9035 3646 Email glen.sheldon@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 Assistant - AMSI Intern is responsible for providing administrative support of the highest quality to the National Program Manager and Intern program team to ensure the efficient running of administrative procedures and the delivery of prompt, quality services.

The Intern program within the Australian Mathematical Sciences Institute places PhD students from a range of disciplines into private organisations and public agencies where they bring the latest techniques to bear on challenging problems. The placements are from 4-6 months in duration and students are supported by an academic mentor. The aim of the program is to improve the work readiness of Australian post-graduate students and to assist with their transition into industry careers.

The position is located at AMSI's office at The University of Melbourne and reports to the National Program Manager with day to day direction from and oversight by the EA to National Manager and Program Administrator.

1. Key Responsibilities

1.1 GENERAL ADMINISTRATIVE SUPPORT

- ▶ Deliver a customer focused service to students, academics and industry contacts by acting as the primary point of contact for responding to general telephone and email enquiries and be the main point of contact for visitors, providing information and assistance, and referring as necessary. This includes monitoring, escalating and responding to inquiries from the general email inbox.
- ▶ Deliver prompt and accurate finance administration for the program including invoicing, student stipends and travel bookings as required.
- ▶ Provide administrative support for the National Program Manager including recording and distributing team meeting minutes, calendar management and organising meetings.
- ▶ Undertake the ordering of goods and services including stationery, marketing collateral, room bookings and catering supplies.
- ▶ Provide general administrative assistance to the team including assistance with contract preparation, compliance requirements for external funding parties (e.g. government and independent bodies), and assistance with internship case management (e.g. internship systems set-up, document preparation and records maintenance).
- ▶ Student related administration including processing student applications and requesting further information and maintaining student records.
- ▶ Provide accurate web based administration and maintenance including preparation and uploading of content for Intern program websites.
- ▶ Act as a backup for the EA to National Manager and Program Administrator as required.
- ▶ Coordination and collation of various program reports and supporting material as requested.

1.2 RESOURCE ADMINISTRATION

- ▶ Work closely with AMSI Intern colleagues to complete regular tasks effectively, including database administration (using Salesforce), updating spread sheets, compiling data, accurate record keeping and maintaining orderly filing systems on shared systems.

1.3 OTHER ACTIVITIES

- ▶ Work closely with the Intern team on internship administration including project advertising, projects and campaigns, coordination of mail outs and compilation of distribution lists.
- ▶ Assist in the organisation of events, booking rooms, ordering and coordination of collateral and materials.
- ▶ Assist with updating the AMSI Intern website and social media platforms.
- ▶ Other administrative support as required.
- ▶ 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 relevant diploma qualification combined with relevant experience, or an equivalent combination of relevant experience and/or education/training.
- ▶ Well-developed skills and experience in providing general administrative and secretarial support.
- ▶ Excellent interpersonal skills and proven customer service skills with the ability to deal with a range of people both internally and externally. Collaborative team approach and ability to work across and support the AMSI Intern team.
- ▶ Strong written and verbal communication skills in order to formulate accurate and informed responses.
- ▶ Exceptional time management skills, the ability to prioritise workload and manage competing demands.
- ▶ High level of accuracy and attention to detail, ensuring key details are correct
- ▶ Demonstrated excellent computer skills, including advanced MS Office, website content management systems (CMS), a range of social media platforms, and database programs (e.g. WordPress, Salesforce or similar).
- ▶ Demonstrated self-motivation and flexibility in responding to changing work priorities, with the capacity to work independently and as a member of a team.

2.2 DESIRABLE

- ▶ Some exposure to finance and accounting would be advantageous.
- ▶ Experience working in industry and/or the public or private research sector.
- ▶ Knowledge of the tertiary education sector including experience working with PhD students and academic staff.

2.3 SPECIAL REQUIREMENTS

- ▶ The ability to work outside of standard hours may be required from time to time e.g. organising events.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Administration Assistant receives general direction from the National Program Manager and at times will take direction from the program's Executive. On a day to day basis the Administration Assistant will also receive general direction and oversight from the EA to National Program Manager and Program Administrator.

The Administration Assistant is expected to work autonomously with the day-to-day operations of the AMSI Intern Program. The Administration Assistant will be expected to demonstrate initiative contributing to the growth of the program.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Administration Assistant will exercise judgment in the prioritisation of a variety of competing demands, frequently working to tight and/or inflexible timelines. The successful applicant will require the ability to make judgments in consultation with the EA to National Program Manager on issues as they arise and escalate complex issues as appropriate.

3.3 PROFESSIONAL AND ORGANISATION KNOWLEDGE

The Administration Assistant will require or need to develop a working knowledge of the tertiary educational sector, University and unit policies, procedures and systems, enabling the successful applicant to understand the unique contributions and challenges of the AMSI Intern Program. The Administration Assistant is expected to acquire and maintain an up-to-date knowledge of program changes relevant to the position.

3.4 RESOURCE MANAGEMENT

The Administration Assistant is responsible for the effective administration of their time and resources and contributes to the effective management of AMSI administrative operations by reviewing processes to ensure efficient work practices.

3.5 BREADTH OF THE POSITION

The Administration Assistant is responsible for a wide range of administrative tasks, liaising with Academics, University Professional staff, students and external stakeholders. The Administration Assistant is expected to acquire and maintain an up-to-date knowledge in areas relevant to the position.

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

www.amsi.org.au

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.

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.

AMSI is a joint venture partnership of 12 universities with membership made up of an additional 16 universities, 5 Government agencies and 5 mathematical and statistical societies.

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

- Representation of its members 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 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.

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>