



## POSITION DESCRIPTION

The Wilin Centre for Indigenous Arts and Cultural Development  
Faculty of VCA and MCM

### Administrative Assistant

*Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).*

POSITION NO	0032604
CLASSIFICATION	PSC 4
SALARY	\$63,707 – \$67,613 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Anastasia Slipper Tel +61 3 8344 3673 Email <a href="mailto:a.slipper@unimelb.edu.au">a.slipper@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Reporting to the Wilin Centre Coordinator, the Administrative Assistant is required to perform reception duties at the Southbank office of the Wilin Centre and provide administrative services to support the efficient and effective management of the Wilin Centre's programs and curriculum activities.

The appointee is required to display a high level of professionalism, regularly interacting with the internal and external community as well as dealing with confidential and sensitive issues and documentation. In addition the appointee will demonstrate a willingness to work in an educational environment where good communication skills and the ability to work cooperatively as part of a wider team is necessary.

The Administrative Assistant supports the Wilin Centre Head and is required to discharge their duties in accordance with the Wilin objectives.

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

- ▶ Indigeneity and a demonstrated connection to Aboriginal and Torres Strait Islander peoples and communities
- ▶ Demonstrated organisational and administrative skills with the ability to plan, coordinate, document and carry out tasks and projects through to completion
- ▶ Highly developed interpersonal, written and verbal communication skills, a proficient telephone manner, and the ability to effectively provide information to a broad range of people
- ▶ The ability to act with discretion and an appreciation of the importance of confidentiality
- ▶ A high level of computer literacy in database, spreadsheet, word processing, PowerPoint and email/calendar software
- ▶ Proven ability to meet deadlines, problem-solve, prioritise workload, use initiative and source information within tight timeframes
- ▶ Attention to detail, with the ability to produce work of a high standard
- ▶ Demonstrated commitment to providing excellent service to students and staff
- ▶ Ability to work collaboratively in a team and independently and in a vibrant and fast-moving working environment

#### **1.2 DESIRABLE**

- ▶ Working with Children Check
- ▶ Previous experience within a university, and an understanding of standard procedures in this environment
- ▶ Previous experience coordinating events
- ▶ Responsible Service of Alcohol Certificate
- ▶ Current Driver's License

## **2. Special Requirements**

- ▶ At various times throughout the year, the appointee will be required to work outside normal business hours (including occasional weekends) to ensure the activities associated with the Wilin Centre are delivered. For example, Open Day, Orientation week, Wilin Week, Wilin Intensives, Wilin Celebrates and other key events.

## **3. Key Responsibilities**

Supervised by the Wilin Centre Coordinator and reporting to the Head of Curriculum and Programs, the Administrative Assistant will undertake the following reception and administrative functions to support the Wilin Centre for Indigenous Arts and Cultural Development

### **3.1 ADMINISTRATIVE RESPONSIBILITIES**

- ▶ Provide administrative support for the Head of Centre including diary management, secretarial support, photocopying, scanning and filing
- ▶ Assist with logistical coordination of Wilin Centre events and provide support to the Wilin Centre Coordinator with the administration of the Wilin events program
- ▶ Perform reception duties at the Southbank office of the Wilin Centre providing a welcoming environment and Indigenous first point of contact for visitors to the Centre
- ▶ Collate agenda items and take minutes for staff meetings and other meetings and distribute to relevant staff members in a timely fashion
- ▶ Provide front office support including responding to general Wilin Centre telephone, mail, email and visitor enquire; management of incoming and outgoing mail and couriers
- ▶ Keep general appearance of the common area of the Centre tidy and welcoming at all times
- ▶ Be aware of the schedules of all staff in the Wilin Centre in order to assist when clients arrive for meetings
- ▶ Provide logistical organisation of meetings pertaining to Wilin activities
- ▶ Provide logistical support for the Wilin Centre including development and use of administrative systems and tools such as whiteboard systems, maintenance of electronic filing, maintenance of physical filing
- ▶ Assist in the development, implementation and maintenance of Wilin branding and design as directed by the Wilin Centre Coordinator and Head of Centre
- ▶ Maintain all Wilin Centre contact lists and databases
- ▶ In consultation with the Wilin Centre Coordinator and Head of Centre, develop and distribute through key communication channels including the Wilin Centre Facebook, the Wilin Centre newsletter and recruitment marketing collateral
- ▶ Assist the Schools and Community Liaison Officer to provide support to Indigenous students of the Faculty of the VCA and MCM and wider University of Melbourne including maintenance of student notice board; email distribution of relevant information to students; provision of Indigenous first point of contact service including assistance with the use of Wilin facilities; development and maintenance of a vision board; maintenance and upkeep of the Wilin Centre student room and general Centre space including the kitchen area
- ▶ Work with relevant Wilin Centre staff, provide project support as directed for student and community engagement projects and academic programs

### 3.2 FINANCE AND HR SUPPORT

- ▶ Assist the Wilin Centre Coordinator with the administrative functions relating to the financial management of the Wilin Centre including petty cash, cab charge and myki travel card management; organisation and payment of travel arrangements; liaising with suppliers as required and ordering stationery and catering.

### 3.3 GENERAL

- ▶ It is expected that the Administrative Assistant will undertake other duties, activities and responsibilities of a nature appropriate to the classification as may be determined in consultation with the Wilin Centre Coordinator and the Head of Centre.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

## 4. Job Complexity, Skills, Knowledge

### 4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Administrative Assistant reports to and receives direction from the Wilin Centre Coordinator.

The Administrative Assistant will be responsible for prioritising his/her own tasks and resolving problems independently as they relate to the day-to-day running of the activities that he/she is responsible for.

A measure of proactiveness is expected.

Good communication and liaison with academic and professional staff is required at all times in order to ensure the smooth operation of the Wilin Centre's programs and events.

### 4.2 PROBLEM SOLVING AND JUDGEMENT

Proven ability to meet deadlines, problem-solve, negotiate, use initiative, source information and resources within tight timeframes is required.

The appointee is expected to demonstrate initiative in finding solutions, as well as judgement about when to seek further advice.

A high proportion of administrative work in the Wilin Centre involves responding to deadlines. The appointee is expected to meet deadlines or notify the Wilin Centre Coordinator ahead of time to renegotiate these where extenuating circumstances exist.

### 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Administration Assistant will need to develop fair knowledge of the public programs/events and academic programs offered by the Wilin Centre, University Financial and HR systems (including software applications) as well as good operational knowledge of the Faculty of VCA and MCM and its operations across the Southbank and Parkville campus.

In addition the appointee will need to need to develop an understanding of relevant University and Faculty policies and procedures pertaining to the role.

## **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 WILIN CENTRE**

<http://vca-mcm.unimelb.edu.au/wilin>

The Wilin Centre for Indigenous Arts and Cultural Development plays a vital role in connecting students and staff at the VCA and MCM with ancient and contemporary Indigenous Arts practices. Situated at the heart Melbourne's arts precinct, the Wilin Centre is committed to supporting Indigenous students by providing a cultural change agenda for the faculty. The Wilin Centre supports the employment of Indigenous artists, academics and professional staff and is a driving force behind the development of national and international arts projects and programs.

### **7.2 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>.

### 7.3 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.

#### 7.4 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>