

## Position Description

### Innovative Research Universities (IRU) Senior Co-ordinator

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<b>Position No:</b>	50142654
<b>Department:</b>	Innovative Research Universities (IRU)/Vice Chancellor's Office
<b>Campus/Location:</b>	Melbourne (Bundoora)
<b>Classification:</b>	Higher Education Officer Level 6 (HEO6)
<b>Employment Type:</b>	Fixed Term, Full-time
<b>Position Supervisor:</b>	Executive Director, Innovative Research Universities (IRU)
<b>Number:</b>	50113487
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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#### For enquiries only contact:

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## Position Description

### IRU Senior Co-ordinator

#### Position Context

The Innovative Research Universities (IRU) is a network of seven Australian Universities: Charles Darwin University, Flinders University, Griffith University, James Cook University, La Trobe University, Murdoch University and Western Sydney University.

IRU lobbies the Australian Government for its member universities and enhances member universities through sharing policy and practice and creating opportunities for collaborative initiatives.

The successful candidate will be a member of an IRU team of 7. Based in Melbourne, Canberra, Darwin and the Gold Coast. Staff are employed by and located within IRU Universities communicating on a day-to-day basis with other members of the team via phone, internet based communication services and email.

The Senior Co-ordinator will be based at La Trobe University working with the Executive Director, and supporting all team members.

The primary purpose of this position is provide a high level office management support for the IRU with a focus on the continuous improvement of the work areas processes and systems, monitoring budgets and financial payments, event coordination, organising meetings and staff travel and providing overall support to the Executive Director.

#### Duties include:

- Providing high level administration support for the IRU, including: organising teleconference and face to face meetings for IRU groups across Australia and sometimes overseas; sending and retrieving IRU material to national and international conferences; update and accuracy of IRU contact databases; coordinate the IRU team meetings; support the IRU website
- Using the La Trobe University finance system. Processing requests for payment from the IRU, issue invoices for payment to the IRU; monitor monthly expenditure; and process the Executive Director's credit card expenses and support other staff manage credit card requirements
- Co-ordinate travel and other support arrangements for the Executive Director, IRU and staff within the IRU
- Supervisory responsibility with casual support staff, advising on tasks required
- Undertake problem solving, identify areas of improvement within the IRU Secretariat, investigate, collaborate and implement as well as innovate within own function and take responsibility for outcomes.
- Undertake planning involving resource use, developing proposals for resource allocation, and contribute to resource and budget planning within the work area.
- Manage resources/budgets within the work area, regularly reviewing these to ensure that maximum value is delivered.
- Provide advice on policy or systems development based on expertise in the operational aspects of current work systems and their impact.
- Identify additional service requirements or service shortfalls and coordinate and/or design the delivery of innovative solutions to maximise service quality, efficiency and continuity.

- Ensure professional and quality service standards are maintained and applied within the work area.
- Undertake other related duties as directed by the Executive Director of the IRU

**Key Selection Criteria include:**

- Completion of a degree without relevant experience or an equivalent alternate combination of relevant knowledge, training and or experience
- Demonstrated ability to use corporate financial and administrative systems.
- Demonstrated ability to provide high level administration support including the ability to schedule meetings with various groups nationally
- Demonstrated ability to achieve outcomes through working effectively as part of a team and independently, setting priorities and monitoring workflow with own areas of responsibility
- Demonstrated computer literacy , including knowledge and proficient use of Microsoft Office products (or equivalent) and internet searching tools
- Well developed communication and interpersonal skills, with the ability to liaise with various levels of seniority including Senior University staff and Government officials
- Experience in event management, large and small events with Senior members attending
- Demonstrated ability to perform detailed work with a high degree of accuracy with problem solving capabilities
- **Desirable Attributes:** An understanding of the University working environment; A knowledge of Australian Politics

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:                      Date: