

## Position Description

### Administration and Digital Communications Officer



<b>Faculty/Portfolio</b>	Faculty of Science, Engineering and Built Environment
<b>School/Centre</b>	School of Architecture and Built Environment
<b>Basis of Employment</b>	Fixed-term, Part-time (18.22 hours per week) to 10 June 2020.
<b>Primary Location of Work</b>	Geelong Waterfront Campus
<b>Classification</b>	HEW 6
<b>Reporting Line</b>	School Manager

#### ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and number one in Victoria for student satisfaction – a ranking of which we are very proud. Deakin University operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurn Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurn Ponds campuses, as well as offices in India, China and Indonesia.

#### WHY WORK FOR OUR UNIVERSITY?

[School of Architecture and Built Environment](#)

[Faculty of Science, Engineering and Built Environment](#)

[Benefits of working at Deakin](#)

[Deakin's Strategic Plan – LIVE Agenda](#)

#### DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

[deakin.edu.au/about-deakin/careers-at-deakin](https://deakin.edu.au/about-deakin/careers-at-deakin)



## POSITION OVERVIEW

The position provides high level administrative support to the School that contributes to the effective coordination and implementation of administrative processes in the School of Architecture and Built Environment.

The position is located within the School of Architecture and Built Environment which offers a range of undergraduate and postgraduate courses and undertakes research activities within the Faculty of Science, Engineering and Built Environment. The School has staff located at the Geelong Waterfront Campus and provides high-level professional administrative support to the School Manager.

### Key Relationships:

<b>Internal</b>	<ul style="list-style-type: none"><li>The position reports to the School of Architecture and Built Environment, School Manager and works closely with the Faculty of Science, Engineering and Built Environment (SEBE) Marketing and Communications Group. Regular liaison will be required with other staff across the Faculty (SEBE) as well as related divisions and faculties across the University.</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>Liaison with parties external to the University, such as industry partners is required</li></ul>

## PRIMARY RESPONSIBILITIES

- In collaboration with the School Manager ensure the efficient administration and coordination of the School's administrative functions providing high-level support while adhering to University policies and procedures and the confidential treatment of all matters
- Coordinate, develop and maintain the School's online content including the School's blog, newsletters, social media and websites, while ensuring content and design adheres to agreed standards timeframes, Deakin brand and editorial style guides and in line with best practice
- Build and maintain strong working relationships with colleagues in both the School and Faculty to assist them to effectively manage School communications
- Organise and coordinate events and projects, such as industry liaison activities and the School's annual Awards evenings
- Take leadership in managing the administrative dimensions of new projects.
- Secretariat for the School's Advisory board
- Support the School Manager as directed, with a range of higher level administrative functions.

## ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

## SELECTION CONSIDERATIONS

### Qualifications and Experience:

- A tertiary degree and/or subsequent relevant experience in marketing, communications or journalism
- Broad experience in a range of communications design tools, such as WordPress, Photoshop, InDesign and content management systems
- Excellent written and oral presentation skills
- Experience in providing high-level administrative support in tertiary environment
- Competent in working with Microsoft office suite, internet and applications

- Demonstrated ability to prioritise work and achieve objectives within set deadlines

**Capabilities and Personal Attributes:**

- Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience.
- Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required.

**SPECIAL REQUIREMENTS**

- Occasional work outside business hours is required (*e.g. work at evening*).
- Working with Children Check.

**DISCLAIMER**

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.