



Position Description

Administration Officer

Strategic Infrastructure

Division of Finance

Classification Level 5

Delegation band [Delegations and Authorisations Policy \(see Section 3\)](#)

Special conditions N/A

Workplace agreement [Charles Sturt University Enterprise Agreement](#)

Date last reviewed July 2024



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff will be required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

Our Students	Commencing Progress Rate Student Experience
Our Research	Research Income Research Quality and Impact
Our People	All Injury Frequency Rate Engagement
Our Social Responsibility	Underlying Operating Result Community and Partner Sentiment



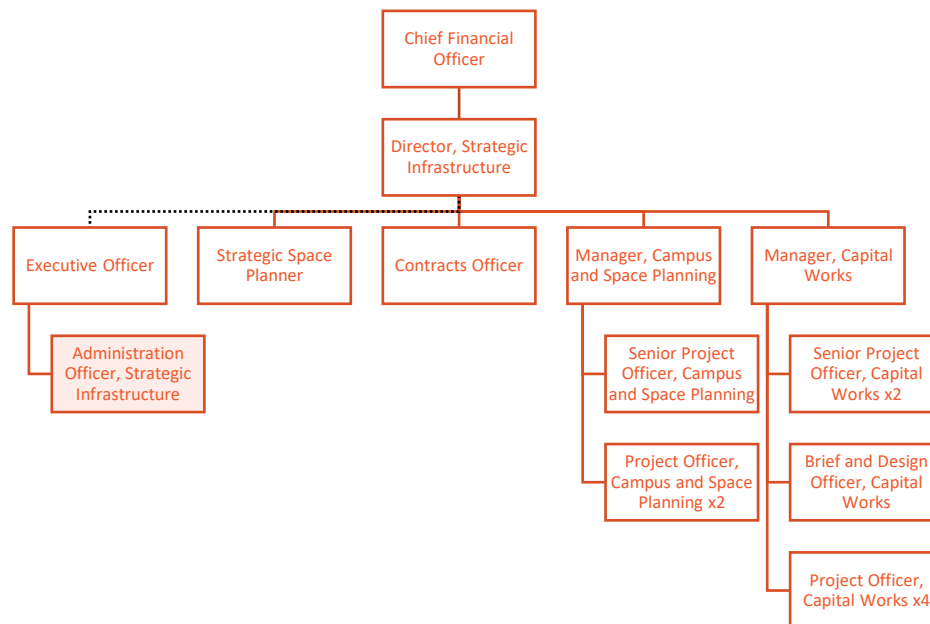
Division of Finance

Strategic Infrastructure

The Strategic Infrastructure team plans and develops the campuses of Charles Sturt University to provide a conducive and sustainable environment for safe living, learning, teaching, and research. The department plans, designs, and constructs the buildings and environments on our campuses at Albury-Wodonga, Bathurst, Canberra, Dubbo, Orange, Port Macquarie and Wagga Wagga.

Strategic Infrastructure is responsible for the planning and delivery of capital improvement projects across all campuses. This includes general building projects, space planning, campus master planning, design standards, and heritage management.

Organisational chart



Reporting relationship

This position reports to: Executive Officer, Facilities Management

This position supervises: Nil

Key working relationships

- Executive Officer, Facilities Management
- Director, Strategic Infrastructure
- Portfolio Managers
- Contracts Officer
- Campus and Space Planning team
- Capital Works team



Position overview

The Administration Officer provides strong administrative and organisational skills to the Strategic Infrastructure team to coordinate and undertake a range of operational activities.

The position provides comprehensive on-campus support, collaborating closely with the Capital Works and Campus and Space Planning teams. Responsibilities include a range of administrative tasks such as managing schedules, purchase order creation and invoice receiving, completing data entry using a range of Microsoft Office programs, report and presentation creation, budgeting, travel coordination, document management, and overseeing a central inbox to address and triage inquiries.

Principal responsibilities

- Provide executive and project assistance, through high levels of organisation and maintenance of electronic document management systems.
- Undertake various communication tasks, such as scheduling meetings, coordinating diary and travel arrangements, managing phone and email correspondence, tracking project requests, liaising with University departments and contractors, and ensuring follow-ups as needed.
- Accurately input project and contract related data and documents into relevant systems, ensuring meticulous record-keeping at all times.
- Prepare a wide range of documents, including letters, emails, instructions, standard reports, presentations, agendas, minutes, and perform necessary administration of records.
- Assist in website maintenance and the preparation of online communication materials.
- Undertake financial tasks, including booking travel, processing financial transactions, maintaining the cash flow, extracting and reading financial reports, raising purchase orders, and receipting invoices.
- Adhere to University policy and delegations as required, demonstrating a clear understanding and application of the policies.
- Proactively pursue continuous improvements in processes, systems, and general administration.
- Utilise available technologies and resources, ensuring the integrity of processes and implementing quality assurance procedures.
- Coordinate various campus-based requests, including office space and facility maintenance.
- Monitor space change and allocation requests and maintain the currency of comprehensive databases using established procedures.
- Efficiently schedule and organise events and functions such as meetings, forums, workshops, conferences, and campus tours. This includes handling attendance, printing, agendas, and minute-taking for groups where necessary.
- Foster close collaboration with Strategic Infrastructure staff to provide a seamless and cohesive administrative service to the portfolio.
- Perform any other duties appropriate to the classification as required, demonstrating flexibility and adaptability in the role.



Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#). Read the Framework for more detail regarding these capabilities.

Capability	Capability Definition	Level of influence
Innovates		
Navigates Complexity	Adjusts and responds effectively to new or unexpected situations, challenges, or opportunities whilst developing strategies to manage wellbeing in a challenging environment.	Influence self
Optimises Digital Environment & Data	Builds own knowledge of new technologies, adopts appropriately and uses data to draw insightful conclusions.	Influence self
Connects		
Builds Relationships	Implements interdisciplinary collaboration, adopts diversity and inclusion principles, and facilitates relationship building to work effectively with others.	Influence self
Communicates with Influence	Listens to understand the position of others and leverages effective communication and negotiation skills in order to influence and navigate toward mutually beneficial outcomes.	Influence self
Achieves		
Optimises Outcomes	Consistently achieves desired results as evidenced through measurement. Recognises accomplishments by praising achievements and sharing success stories to promote learning.	Influence self
Drives Impact	Collaboratively engages with peers and stakeholders in the community and industry. Places our people and students at the centre of design decisions.	Influence self

Physical capabilities

The incumbent may be required to perform the following.

Work in other environments beyond your base campus, such as other campuses.

- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- On occasion travel by aeroplane to AgriPark related industry events.
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as bending, reaching/stretching, squatting and repetitive lifting.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Completion of a degree without subsequent relevant work experience as a graduate upon appointment; or completion of an associate diploma with a range of experience, including at least 2 years subsequent relevant work experience; or completion of a certificate or a post-trades certificate and extensive subsequent relevant experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Proficiency in delivering quality administrative support to senior managers, with strong office coordination skills and effective time management to handle multiple priorities.
- C. Strong customer service focus in a high volume and continually changing work environment with a proven capability to deliver high-quality service to internal and external stakeholders.
- D. Proven excellent interpersonal and written and verbal communication skills, including the preparation of written materials and presentations, and the ability to negotiate and communicate with influence.
- E. Proven ability to work unsupervised and take initiative in problem solving and decision-making, demonstrate confidentiality and sensitivity, and work within a close team to deliver required outcomes.
- F. Proficient in the use of Microsoft Office suite, particularly PowerPoint, Word and Excel.

Desirable

- G. Previous experience in the tertiary or construction sectors.

