

## Position Description

### Administrative Coordinator to the ADI Director and UNESCO Chair



<b>Faculty/Portfolio</b>	Faculty of Arts and Education
<b>School/Centre</b>	Alfred Deakin Institute for Citizenship and Globalisation
<b>Basis of Employment</b>	Full-time (36.75 hours per week) and fixed-term for 3 years
<b>Primary Location of Work</b>	Melbourne Burwood Campus
<b>Classification</b>	HEW 6
<b>Reporting Line</b>	Director, Alfred Deakin Institute for Citizenship and Globalisation

#### 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 ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Warrnambool Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Warrnambool campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

#### WHY WORK FOR OUR UNIVERSITY?

[Alfred Deakin Institute for citizenship and globalisation](#)

[Faculty of Arts and Education](#)

[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 Gold 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 primary purpose of the Administrative Coordinator to the ADI Director and UNESCO Chair is to provide high level administrative support to the Director of the Alfred Deakin Institute for Citizenship and Globalisation and the UNESCO Chair in Comparative Research on Cultural Diversity and Social Justice.

This position is attached to the UNESCO Chair and located within the Alfred Deakin Research Institute for Citizenship and Globalisation (ADI), Deakin University's large, high profile research and research training facility for cross-disciplinary research based in the humanities and social sciences. The Institute is part of the Faculty of Arts and Education and features cross-disciplinary and problem-oriented approaches to research that informs public debate and public policy.

### Key Relationships:

<b>Internal</b>	The role will report to the UNESCO Chair/ADI Director, and will have regular contact with all staff and members of the UNESCO Chair and the Institute. The Administrative Coordinator will regularly liaise with colleagues in other administrative divisions, Centres and the Faculty on behalf of the UNESCO chair/Institute.
<b>External</b>	The Administrative Coordinator, is responsible for liaising with external parties on behalf of the UNESCO Chair/ADI Director including other areas of the University as well as partners and organisations external to the University

## PRINCIPAL RESPONSIBILITIES

- Provide high-level administration, project support and advice to the Institute Director and UNESCO Chair.
- Coordinate diary and meetings on behalf of the Institute Director and UNESCO Chair.
- Provide executive and secretariat support to committees and working groups including ADI Executive and Advisory Board.
- Coordinate grants, submissions, correspondence and documents on behalf of the Institute Director and UNESCO Chair.
- Coordinate and organise national and international events end to end, being responsible for all logistical matters associated with those events.

## KEY DUTIES

- Manage diary, travel and meeting requests for the Institute Director and UNESCO Chair.
- Coordinate and manage confidential documentation and agendas for the Institute Director and UNESCO Chair.
- Develop and maintain strong working relationships with stakeholders across the University and with external partners.
- Coordinate and manage Institute and UNESCO Chair activities, events and initiatives.
- Coordinate and manage correspondence and communication for the Institute Director and UNESCO Chair including management of inboxes and mail.
- Prepare submissions, reports and documentation for external and internal stakeholders.
- Manage websites, social media and academic profiles for the Institute Director and UNESCO Chair.
- Prepare content for websites, social media and reports.
- Coordinate and manage reporting for the UNESCO Chair.
- Liaise with internal and external stakeholders on behalf of the UNESCO Chair.
- Manage agendas, actions and documentation for working groups and committees as required.
- Any other duties as directed, commensurate with the scope and classification of the position.

## 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 - ESSENTIAL

### Qualifications and Experience:

- A degree with subsequent relevant experience or; an equivalent combination of experience and training
- Experience providing high-level administrative support in a tertiary environment
- Experience in the development and maintenance of web sites and the use of content management systems
- Experience in events management including planning, coordination, budgeting and liaison with a broad range of people, often from diverse cultural backgrounds

### Capabilities and Personal Attributes:

- High level proficiency with Microsoft Office and Adobe Design Suite.
- Excellent interpersonal and communication skills, and an ability to respond in a sensitive and professional manner.
- High degree of accuracy along with an attention to detail
- Demonstrated capacity to proactively respond to challenges, risks and opportunities in support of the objectives of the Institute and the UNESCO Chair.
- Initiative, judgment and tact, and a demonstrated understanding of the importance of maintaining confidentiality.
- Demonstrated willingness to work cooperatively and productively as a member of a team.
- The ability to understand and work within the University and Institute administrative policies and to ensure their implementation in a range of activities.
- Excellent organisational, time management, coordination, analytical and problem solving skills, together with a demonstrated ability to prioritise workload, work with competing demands to meet deadlines, be flexible in responding to changing work priorities with a demonstrated ability to anticipate and action work.
- Demonstrated ability to work effectively both independently and exercising self-direction using initiative and operating with little or no supervision as well as being part of a cross-campus team within a complex and diverse working environment.

## SELECTION CONSIDERATIONS – DESIRABLE

- Web design

## SPECIAL REQUIREMENTS

- Infrequent work outside business hours is required (*e.g. work at evening or weekend events is required*).
- Working With Children Check (refer to Recruitment Procedure).

## 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.