

Position Description



Position title:	Academic Services Administrative Officer
School/Directorate/VCO:	Academic Services and Support Directorate
Campus:	Gippsland Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 4 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Belinda Schill, Coordinator, Academic Services Telephone: (03) 5122 6433 Email: b.schill@federation.edu.au
Recruitment number:	852090

Position summary

The Academic Services Administrative Officer is responsible for completing a range of administrative and financial services within the Academic Services and Support Directorate. The position is required to provide administrative support to the Institute of Health and Wellbeing and contribute to the administration of Institutes committees and engagement activities.

The position may be required to travel between University campuses.

Portfolio

Academic Services and Support is a Directorate within the Academic Portfolio and services the needs of the Academic Institutes and supports functions such as academic programs and services, technical support, scheduling services and work-integrated learning. The ASSD also provides services to other portfolios within the university.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing

Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Provide reception services and respond to telephone, email and face-to-face enquiries from staff, students and visitors and provide factual advice in accordance with relevant policies and procedures.
2. Provide administrative support in the preparation of documents, spreadsheets, reports and other correspondence, including providing administrative support to committees if required.
3. Assist with processing Institutes' financial transactions including purchasing, invoicing and journals complying with University policies and procedures.
4. Provide administrative support to ensure that the staff workload data is entered accurately within the staff workload planner system.
5. Assist with travel bookings and all other arrangements for staff within the Institute ensuring relevant policies, procedures and guidelines are adhered to.
6. When required, provide administrative support to the Executive Dean of Institutes including maintaining an electronic diary, assisting with meeting preparations and liaising with internal and external stakeholders.
7. Contribute to Institutes' administrative functions including but not limited to managing mail, office equipment, office allocation and works requests, preparing casual and sessional contracts, organising new staff access and equipment.
8. Assist as required with engagement activities such as conferences, events, seminars and Institutes' professional development activities.
9. Other duties as directed by Coordinator, Academic Services as required.
10. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
11. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Academics Services Administrative Officer works under general direction from the Coordinator, Academic Services and is responsible for providing administrative services to staff to support the Institutes' operations. The position is required to provide factual advice and apply relevant Institute and/or University policies, procedures and guidelines in the processing and preparing tasks as well as when resolving problems and making decisions. The position is also required to determine when problems need to be escalated to the Coordinator, Academic Services for resolution.

The Academic Services Administrative Officer is required to organise and prioritise task to meet deadlines.

Position and Organisational relationships

The Academic Services Administrative Officer reports to the Coordinator, Academic Services and works collaboratively with staff within the Academic Services and Support Directorate and across the University to provide consistent, quality administrative services to the Institutes.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:

- a diploma level qualification with relevant work related experience; or
- a Certificate IV with relevant work experience; or
- a post-trades certificate and extensive relevant experience and on the job training; or
- a Certificate III with extensive relevant work experience; or
- an equivalent combination of relevant experience and/or education/training.
- qualification/experience relevant to classification level

Experience, knowledge and attributes

2. Demonstrated skills in accurately drafting a range of business documents and correspondence including servicing committees by taking minutes, prepare agendas and reports.
3. Demonstrated ability to prioritise work, meet deadlines and deal with confidential information.
4. Demonstrated interpersonal and communication skills, including the ability deliver quality customer service.
5. Demonstrated ability to work independently, as well as part of a team.
6. Demonstrated word processing and software package skills, in particular MS Word, Excel, PowerPoint and e-mail, as well as the demonstrated ability to use relevant IT applications.
7. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

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.