Position Description
Administrative Officer

Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team	Faculty Services, School of Medicine
Location	Warrnambool or Ararat (Flexible)
Classification	HEW level 5
Reports to	Administrative Coordinator, Selection and Placements

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

Strategic Plans – Deakin 2030: Ideas to Impact

Benefits of working at Deakin

Overview

Provide high level support in the areas of the admission, enrolments, assessments, academic progress, awards and placements for students undertaking study rurally which align with the Rural Health Multidisciplinary Training Program parameters. This role will also support the School's governance by providing committee support in areas with a rural focus.

Reporting to the Administrative Coordinator the role will

- Coordinate placements for the school's courses including managing placement data, agreements and compliance requirements and ensure that all placements are compliant with placement agreements between Deakin University and the placement provider and with relevant regulatory requirements.
- Provide administrative support as required for the Rural Training Stream for the Doctor of Medicine which may include the coordination of assessor training, the distribution of written applications and clinical school allocation.
- Assist with the coordination of awards and prizes for rural students.
- Assist in the management of student assessments including electronic exam management support in both face-to-face and online environments.
- Assist in the selection of the school's courses and provide accurate and timely advice to students and staff.
- Assist with quality assurance and auditing of enrolment and assessment outcomes.

Accountabilities

·   Coach, guide and support team members as needed to deliver against individual, team and University goals and recognise the importance of teamwork and of effective communication amongst team members and build rapport within immediate team in ways that are respectful and inclusive of others.

·   Role model professional and ethical behaviours. Consult with available sources to gather relevant information and seek the expertise and advice of other people as appropriate.

·   Clarify expectations and respond promptly to customer requests, queries, or complaints to ensure customer needs are met to agreed standards and timelines and seek to understand the audience by increasing knowledge of a diverse range of communication needs.

·   Presents information in a clear and structured way and communicates concisely by focusing on key messages and checks that messages delivered are understood and tailor communication style and message according to audience needs

·   Actively seek to maintain positive relationship and support team members in times of pressure and change and build productive relationships with a diverse range of existing stakeholders and actively seek to maintain positive relationships.

·   Take personal responsibility for meeting goals and objectives and for contributing to an inclusive team environment and take an organised and methodical approach to work, regularly plan time (workday / week / month) according to workload and track progress of work tasks.

·   Engage in process improvement activities and adopts new ideas, approaches and changes to work practices and deliver effective and efficient outcomes and outputs against team and operational goals.

·   Shows initiative and proactively steps in to do what is required to achieve goals and contribute feedback and suggestions and identify situations in which change is needed.

Selection

·   Completion of a Degree without subsequent relevant work experience; or

·   Completion of an Associate Diploma and at least two years subsequent relevant work experience; or

·   Completion of a Post-Trades Certificate or Advanced Certificate and extensive relevant experience as a Technician; or

·   An equivalent combination of relevant experience and/or education/training

·   Experience in administration and related activities in a large organisation with complex administrative structures, policies, and procedures.

·   Experience providing services and support in a large organisation.

·   High level computer literacy skills: Knowledge in multiple software applications, including the Microsoft Office suite and with a high level of attention to detail.

Capabilities

- **Growth Mindset** open to learning and new experiences, invests in development.
- **Communicates** engages others through persuasive and influential communication.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position requires the incumbent to hold a current Working with Children Check.
- The employee must reside and work in a location classified as Modified Monash 2-7 (2019). MMM location classifications can be checked here: Health Workforce Locator | Australian Government Department of Health

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.