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| **Position Title** | Administrative Officer |
| **Classification** | Level 5 |
| **School/Division** | School of Earth Science |
| **Centre/Section** | Centre for Exploration Targeting |
| **Supervisor Title** | Professor |
| **Supervisor Position Number** | 101131 |
| **Position Number** | 320845 |

**Your work area**

The School of Earth Sciences undertakes diverse fundamental and applied research with recognised strengths in mineral geoscience, petroleum geoscience, geochemistry, hydrogeology, and marine geoscience. The School has an international reputation in research and teaching with strong support from the mineral exploration, petroleum and groundwater industries, and well-established collaborations with industry and state and federal government agencies.

The School has been recognised internationally, with Earth and Marine Science ranked 44th in the 2017 QS World University subject rankings and Excellence in Research for Australia (ERA) ratings above to well above world standard across the Earth Sciences sub disciplines. Undergraduate and postgraduate teaching programs are underpinned by research activity and expertise, and the School attracts high calibre higher degree by research students into PhD and MPhil programs.

**Reporting structure**

Reports to: Professor

Direct reports: Professor

Dotted line reports: Assistant Accountant

**Your role**

As the appointee you will, under general direction, provide a wide variety of administrative duties to support the operations of the Centre for Exploration Targeting (CET) including support to the CET Director. You will be welcoming clients at the front office reception being professional, and providing customer services.

**Your key responsibilities**

Provide high level of customer services for CET by providing information on general matters

Respond appropriately to complex and detailed enquiries using judgement and initiative

Contribute to website maintenance

Provide support with online short course, room bookings and database maintenance, including CET members, alumni and PhD students

Coordinate CET Member Day, meetings, conferences, travel and accommodation

Assist with the purchase and receiving of goods and services as required and ensuring adherence to University Policies and Procedures

Provide support in Board, Technical Working Group and Senior Researcher Leaders meeting

Other duties as directed

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualifications or equivalent competency

Considerable relevant administrative experience at an appropriate level

Knowledge with web design and maintenance

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Highly developed organisational skills and demonstrated ability to prioritise and meet deadlines.

Highly developed interpersonal, verbal and written communication skills with the ability to liaise collaboratively and cooperatively with diverse groups of people

Ability to work independently, show initiative and work productively as part of a team

Commitment to providing a high level of quality customer service

**Special requirements (selection criteria)**

Current National Police Clearance Certificate

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://www.hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://www.web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](https://www.safety.uwa.edu.au/)