



Position Description

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| Position Title: | Academic Services Officer |
| Position Classification: | Level 5 (dual classified) |
| Position Number: | 315559, 315560, 315561, 315562, 315564, 315565, 315566, 315567, 317325 |
| Faculty/Office: | Service Delivery Centre – Health and Medical Sciences |
| School/Division: | Health and Medical Sciences |
| Centre/Section: | Academic Services – Allied Health, Biomedical Sciences Dentistry and Population & Global Health Teams |
| Supervisor Title: | Academic Services Team Leader |
| Supervisor Position Number: | 315196, 315197, 315538, 315539, 315563 |

Your work area

The Academic Services team is responsible for providing academic administration and support services to a wide range of clients including Heads of School, academic staff and research students across the Faculty. The team is committed to providing a quality outcome with a focus on continuous improvement.

Reporting Structure

Reports to: Academic Services Team Leader

Your role

Under limited direction of the Academic Services Team Leader, you will provide a high level of administrative support to the office and take a responsible role in the establishment, maintenance and improvement of the office systems and policies and procedures to ensure its efficient operation

Key responsibilities

Plan and coordinate a range of administrative functions associated with services provided by the Academic Services Team across the Faculty

Respond appropriately to complex and detailed enquiries using judgement and initiative

Liaise with other areas applying a sound knowledge of the office activities

Provide in depth advice and information on policies and procedures

Suggest and implement improvements including workflow and practices

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or equivalent competency

Substantial relevant administrative experience at an appropriate level

Proficient 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

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

Highly developed written and verbal communication skills

Commitment to providing a high level of quality customer service

Special Requirements

There are no special requirements

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.