

## Position Description



Position title:	Project and Administrative Officer
School/Directorate/VCO:	Global and Engagement
Campus:	Berwick Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 6 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Professor Andrew Gunstone, Associate Deputy Vice-Chancellor, Reconciliation Telephone: (03) 8780 5710 Email: a.gunstone@federation.edu.au
Recruitment number:	851860

**In accordance with the University's Aboriginal and Torres Strait Islander Peoples Workforce Strategy; and under Special Measures Section 12, 28 and 88 of the Equal Opportunity Act 2010; the University has designated this position as an Identified Aboriginal and Torres Strait Islander Position.**

**Only Aboriginal and/or Torres Strait Islander people are eligible to apply.**

### Position summary

The Project and Administrative Officer will manage the day-to-day operations of the Office of the Associate Deputy Vice-Chancellor Reconciliation, providing project and administrative support, ensuring a high level of collaborative, team focused support and service.

The Project and Administrative Officer will play a key role in project coordination of the University's Reconciliation Action Plan (RAP) targets, by scoping and planning schedules, identifying key tasks within the projects, developing project action plans and items, working with key senior staff.

The position is a pivotal role and will work effectively with staff contributing to shared administrative functions and duties.

### Portfolio

The Global and Engagement portfolio leads the University's domestic and international engagement activities, and consists of the Global Professional School, New Business Accelerator, Engagement, Aboriginal Education Centre, Reconciliation, Advancement and Alumni and Business City Innovation Campus.

The Global Professional School is responsible for marketing, recruitment and admissions of international students and manages education partnerships delivering Federation University programs within Australia and in other countries. The team develops opportunities for Federation University students to undertake an overseas study or work experience, building their global and cross-cultural competence. The New Business Accelerator fast-tracks development of programs, courses and materials to enable delivery through different channels such as online learning, business to business, micro-credentials and short course offerings. The New Business Accelerator facilitates Federation University's flexibility and agility, and enable the University to respond to changing student and industry demand and drive new revenue and growth.

Engagement works closely with government, industry, employers and communities in regional Victoria and nationally to grow partnership and revenue opportunities and ensuring that the University is a key partner adding value to their organisations. The Aboriginal Education Centre supports and assists Aboriginal and Torres Strait Islander students throughout their study journey with centres are located at each campus enabling students to easily access support services. Reconciliation facilitates Federation University's ongoing journey in supporting the national reconciliation movement and working collaboratively and inclusively to advance outcomes for Aboriginal and Torres Strait Islander people. Federation University stays in touch with our alumni through the Alumni and Advancement team. Our alumni are exemplars of how education can make a difference and the University values the contributions of our alumni in their communities. Our Brisbane City Innovation Campus is an industry engaged campus offering Degree Plus programs and supporting students through a dedicated Employability, Skills and Jobs Hub.

## 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. Identify, track, and manage progress of Reconciliation Action Plan (RAP) targets, and maintain and update RAP target progress reports.
2. Scope, plan, and manage projects, tasks, plans, schedules, timelines, budgets, and reports.
3. Liaise and consult with, and respond to enquiries from, stakeholders regarding RAP commitments as required.
4. Provide financial support, manage procedures relating to travel, credit cards, and other financial authorities, and liaise with Finance in matters relating to annual budget, external funding, financial reporting, and payroll expenses.
5. Provision of high level, confidential executive administration support to the Associate Deputy Vice-Chancellor Reconciliation across a broad range of administrative support activities, exercising discretion in dealing with sensitive matters.

6. Liaise with internal and external stakeholders to coordinate meetings and other events, including room bookings, inclusive of but not limited to diary management.
7. Provide high level support in preparation of documents and presentations for both internal and external use; prepare papers/minutes, and administration of paperwork relating to delegated authorities.
8. Diary management and coordinate meetings/committees (internal and external) as required, exercising judgement on a daily basis to resolve conflicting priorities and commitments.
9. Monitor scheduled and upcoming activities of the Associate Deputy Vice-Chancellor Reconciliation to ensure they are adequately prepared for upcoming meetings and complete agreed work within appropriate timeframes.
10. Manage queries and requests directed to and by the Associate Deputy Vice-Chancellor Reconciliation, including redirection when appropriate and undertaking actions on behalf of the Associate Deputy Vice-Chancellor Reconciliation as required.
11. Coordinate the management of the office in a professional and efficient manner, including the management of office resources, systems, procedures, and the equipment asset register, ensuring University policies are followed.
12. Coordinate recruitment activities, updating systems, scheduling panel interviews, preparing packs for panel members, booking venues, onboarding activities including completing all necessary forms for access, IT, HR, and Finance, and preparing workstations, equipment, and stationery.
13. Coordinate training, development, and team culture days.
14. Coordinate travel arrangements as required, working with approved suppliers where applicable and exercising judgement in terms of itinerary and budget considerations; maintain travel and other records (particularly approvals) in a timely manner and in accordance with University policies and procedures.
15. Coordinate travel arrangements including transport, accommodation, schedules and other support for external visitors or guests as required.
16. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
17. 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 Project and Administrative Officer works under general direction of the Associate Deputy Vice-Chancellor Reconciliation, independently coordinating and facilitating administrative processes working closely with relevant staff across the University and liaising with external representatives.

The Project and Administrative Officer will provide advice and support to the wider University community on matters pertaining to policies and procedures and external regulations as related to the office of the Associate Deputy Vice-Chancellor Reconciliation using initiative to innovate within own function and take responsibility for outcomes, work independently to resolve problems/issues in relation to planning, conflicting priorities and in undertaking projects.

The Project and Administrative Officer will exercise independence and judgement within the framework of established policies and procedures, and protocols when dealing with those external to the University.

### Position and Organisational relationships

The position is expected to establish and maintain strong internal relationships and external relationships with Indigenous organisations, reconciliation bodies, industry, governments, education bodies, funders, and communities.

### 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 degree with subsequent relevant experience; or
  - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.

### Experience, knowledge and attributes

1. In accordance with its Aboriginal and Torres Strait Islander Employment Strategy, the University has designated this position as an Identified Aboriginal or Torres Strait Islander Position. Only Aboriginal and Torres Strait Islander people are eligible to apply.  
  
Proven ability to provide confirmation of Aboriginality and/or Torres Strait Islander Identity or a Statutory Declaration of Aboriginality and/or Torres Strait Islander identity and provide at least one reference from an Aboriginal and/or Torres Strait Islander person.
2. Demonstrated experience working with Aboriginal and Torres Strait Islander people in an education setting.
3. Demonstrated extensive experience in the provision of high executive-level support, including the ability to maintain confidentiality and discretion.
4. Demonstrated experience working as an executive officer and/or project officer.
5. Demonstrated high level organisational skills and experience in the Higher Education sector including the ability to work effectively under pressure without immediate supervision whilst maintaining quality outputs.
6. Demonstrated analytical and problem solving skills, with the capacity to use initiative to develop rapid and sound solutions to problems and issues.
7. Demonstrated interpersonal and communication skills, including the proven ability to establish collaborative working relationships and contribute positively to a team and liaise effectively with a wide range of people from different cultural backgrounds and levels within an organisation.
8. Demonstrated high level written and verbal communication skills including the ability to draft correspondence, presentations, and minutes.
9. Demonstrated ability and extensive knowledge and experience in the use of the Microsoft Office suite of programs (Word, Excel, PowerPoint, Outlook), online wiki's and website administration.
10. Demonstrated ability to work with a high degree of autonomy and sound judgement to be able to make day to day decisions regarding the operations of the office administration.
11. Demonstrated project, organisational, time management and problem-solving skills, initiative.
12. Experience working in a university or research environment.
13. 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.*