

Position Title	Administrative Officer
Classification	Level 6
School/Division	Office of DVC Research
Centre/Section	International Space Centre
Supervisor Title	ISC Manager
Supervisor Position Number	SR 319715
Position Number	SR 321357

Your work area

The International Space Centre (ISC) at The University of Western Australia (UWA) is a dynamic centre that aims to seize opportunities for knowledge transfer, technology development, impactful research and education in the space sector. The ISC is a virtual centre with multiple research groups and over 100 members distributed across the UWA campus. As the administrative officer, you will be located close to the centre manager in the building of the International Centre for Radio Astronomy Research on the main UWA campus by the picturesque Matilda bay.

Reporting structure

Reports to: ISC Manager

Your role

As the appointee you will, under general direction, provide a high level of administrative and secretarial support to the Centre and take a responsible role in the establishment, maintenance and improvement of the office systems and policies and procedures to ensure its efficient operation. You will liaise with internal staff, other research centres, and external research partners, as well as industry and commerce.

Your key responsibilities

Provide administrative and secretarial support to the Centre
Manage small (up to 20 people) internal or external events
Contribute to outreach and PR activities to help raise the public profile of the Centre
Provide customer/visitor service including reception duties, booking of travel & accommodation
Schedule and facilitate online and face-to-face meetings
Provide executive support to the centre director
Liaise with internal ISC members across campus and external partners
Prepare and coordinate monthly credit card acquittal, reimbursements, and invoices
Assist with the preparation of reporting documents
Maintain office area (e.g. ordering and maintaining stationery)
Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or equivalent competency in administration

Substantial administrative experience

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

Highly developed organisational skills and demonstrated ability to meet deadlines

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

Highly developed written and verbal communication skills

Knowledge of University policies, procedures and structures is desirable

Experience with financial software (PeopleSoft), travel booking/expense management software (Concur), web content management software is desirable

Special requirements (selection criteria)

Occasional after-hours work may be required

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 [Code of Ethics and Code of Conduct](#)

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing [Safety and Health Policy](#)