



# Position Description

## Faculty Operations Officer

Faculty of Arts and Education (FoAE)

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<b>Classification</b>	Level 5
<b>Delegation band</b>	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
<b>Special conditions</b>	N/A
<b>Workplace agreement</b>	<a href="#">Charles Sturt University Enterprise Agreement</a>
<b>Date last reviewed</b>	September 2021

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# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

<b>Our Students</b>	Commencing Progress Rate Student Experience
<b>Our Research</b>	Research Income Research Quality and Impact
<b>Our People</b>	Engagement All Injury Frequency Rate
<b>Our Social Responsibility</b>	Underlying Operating Result Community and Partner Sentiment



## Faculty of Arts and Education

The [Faculty of Arts and Education](#) offers a diversity of undergraduate and postgraduate courses in teacher education, communication, social work and human services, library and information studies, theology, humanities and arts, Indigenous Australian studies and Islamic studies.

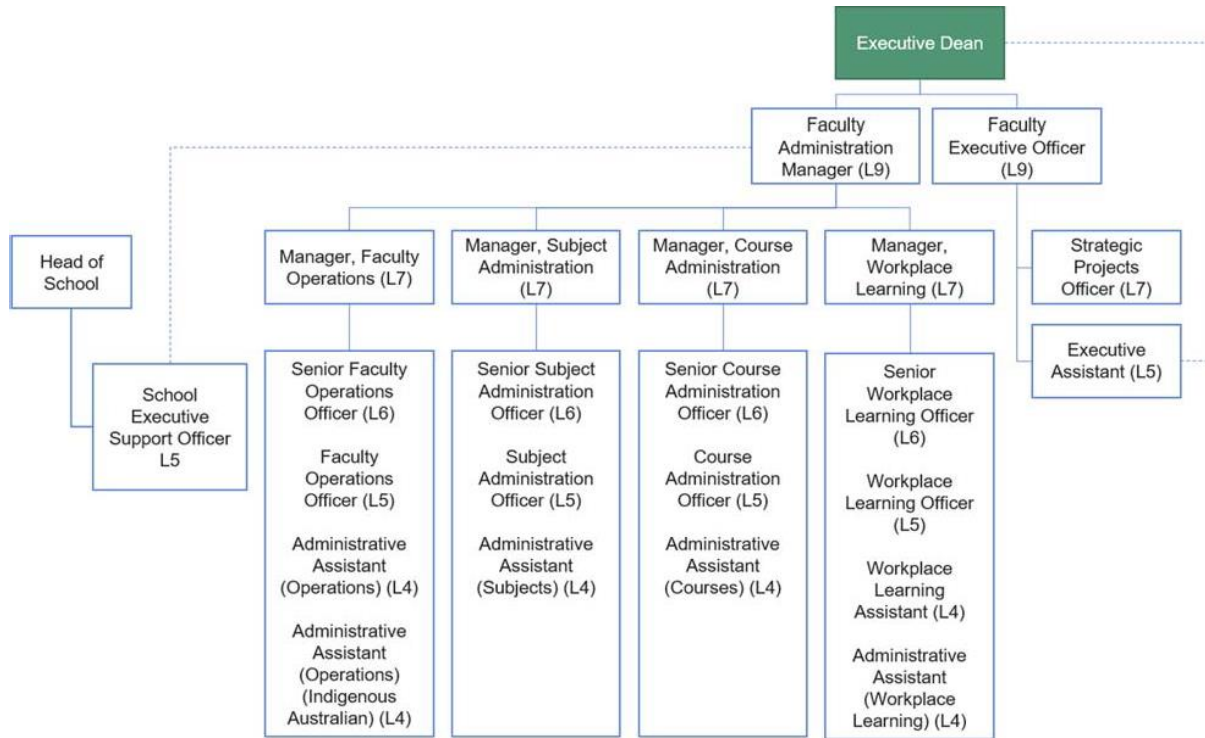
With approximately 9,000 online students and 1,800 on campus students, the Faculty is an innovator in online and blended learning modes. Over 160 FTE academic staff deliver distinctive courses, are supported by a skilled team of professional staff. On campus courses are delivered at the University's Wagga Wagga, Albury-Wodonga, Bathurst, Dubbo, and Port Macquarie campuses, and at other locations including Sydney and Canberra.

Academic staff within the Faculty undertake high quality, impactful research that engages with government and professional organisations, nationally, internationally and in regional communities. The Faculty of Arts and Education has a vibrant and diverse community of doctoral candidates, both on and off campus, in Australia and around the world.

Oversight of administrative staff in the Faculty is the responsibility of the Faculty Administration Manager, who notionally allocates professional/general staff to Schools and has the flexibility to move resources between schools and functions to cover workload peaks.



## Organisational chart





## Reporting relationship

**This position reports to:** Manager, Faculty Operations

**This position supervises:** N/A

## Key working relationships

- Students
- School and Faculty Leadership
- School and Academic Staff
- Faculty Administration Teams
- Divisions and Offices of the University

## Position overview

The role of the Faculty Operations Officer is to assist senior staff of the Faculty with administrative processes to ensure the operations of the Faculty are timely, effective and meet requirements. This varied role will work closely with team members to undertake tasks related to finance, human resources, and some student related matters. The incumbent will develop a good working knowledge of University policy and procedures, administrative systems, and be flexible and adaptive to respond to variations in workloads and changing priorities. As a member of the Faculty Administration Team, the Officer provides support to other areas of the Faculty as required.

## Principal responsibilities

- Establishment of casual staff contracts, validating claims, and reporting on expenditure
- Monitoring academic workload agreements and workforce data
- Induction and support to new and casual staff
- Financial transactions and procurement
- Administration of Executive Deans Awards, prizes and scholarships
- Administration of internal grants and research contracts
- Review and preparation of risk registers
- Administration of student misconduct and grievance processes.
- Substitute for School Executive Officers as required.
- Collaborate with team members to ensure consistency of output and service levels.
- Provide advice to staff on the application of University policy and procedures.
- Contribute to the development and enhancement of quality assurance procedures for processes undertaken by the Faculty Operations Team.
- Perform other duties appropriate to the classification as directed.



## Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

<b>Focus on service</b>	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
<b>Innovative</b>	With creativity at our core, be open to new ideas and seek to find better ways.
<b>Live our values</b>	Uphold the Charles Sturt University daily in our own behaviours and interactions with others.
<b>Adapt to change</b>	Explore the reasons for change and be willing to accept new ideas and initiatives.
<b>Influence</b>	Create compelling arguments to persuade others and promote ideas that add strategic value.
<b>Learn and research</b>	Learn rapidly, gather information, understand rapidly, manage knowledge, foster organisational learning

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. Completion of a degree without subsequent relevant work experience as a graduate upon appointment; or completion of an associate diploma with a range of experience including at least 2 years subsequent relevant work experience; or completion of a certificate and extensive subsequent relevant experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Strong administrative skills with demonstrated experience in data extraction, report presentation, managing competing demands and task prioritisation, in a multi-faceted and changing organisational environment.
- C. Excellent communication, interpersonal and customer service skills appropriate for developing professional relationships with team members, other staff and students.
- D. Demonstrated ability to think analytically, problem solve and interpret and apply policy, guidelines and procedures.



● - Capital city ● - Campus location

