



POSITION DESCRIPTION

School of Geography, Earth and Atmospheric Sciences
Faculty of Science

Administration Officer

POSITION NO	0043776
CLASSIFICATION	PSC 5
SALARY	\$75,011 - \$86,158 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time (0.3 FTE)
BASIS OF EMPLOYMENT	Fixed-term position available until 31 December 2024
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr. Claire Vincent Email claire.vincent@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

We seek a part-time Administration Officer to join the University of Melbourne node of the ARC Centre of Excellence for Climate Extremes (CLEX). The Administration Officer is responsible for the provision of administrative support within the University of Melbourne (UoM) node of the Centre of Excellence including reporting and local coordination of Centre activities and providing some support for Centre-wide activities.

CLEX is a major 7-year initiative supported by the Australian Research Council and is a consortium of five Australian universities with a suite of outstanding national and international Partner Organisations as collaborators.

The Administration Officer reports to the UoM node lead of CLEX and acts as a key point of contact for all UoM staff, students and visitors affiliated with the Centre of Excellence. The Administration Officer will also be part of a nationally dispersed team offering coordinated support to the Centre of Excellence. They will collaborate closely with administrative staff in other Centre of Excellence nodes and within the School of Geography, Earth and Atmospheric Sciences.

1. Key Responsibilities

Under general direction the Administration Officer will:

- ▶ Assist in the collection and coordination of CLEX staff/student reporting using the centralised CLEX database
- ▶ Manage local records of UoM node activity, finances, and staff/student lists
- ▶ Provide assistance with financial reporting and liaise with the UoM financial management team and CLEX finance manager
- ▶ Consolidate CLEX funding, travel and related requests for the approval by the node lead
- ▶ Provide support for local and Centre-wide seminars, meetings and workshops and events
- ▶ Provide support for annual project reports, CLEX newsletters, website hosting and outreach.
- ▶ As appropriate, provide operational and project support to CLEX portfolio leads, including the Graduate Director, Knowledge Brokerage Team Leader, and others
- ▶ Provide assistance for CLEX staff and student reimbursement
- ▶ Perform other duties consistent with the classification of the position.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Post-secondary qualifications and demonstrated relevant experience in an administrative role in a complex environment.
- ▶ Experience in providing executive assistance at a senior level, website management, event management, finance, student or human resources administration.
- ▶ Well-developed computer skills and experience encompassing word processing, databases, spreadsheets, internet and electronic forms.

- ▶ Demonstrated high level customer service with effective communication skills and experience drafting business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
- ▶ Proven ability to work harmoniously and effectively both independently and as a member of a small team, in a changing and flexible environment.
- ▶ Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload to meet competing deadlines and deliver high quality outcomes.
- ▶ A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

2.2 DESIRABLE

- ▶ Experience with other ARC Centres of Excellence or multi-institutional organizations.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Administration Officer will work under the broad supervision of the University of Melbourne Node Leader of the ARC Centre of Excellence for Climate Extremes. The incumbent will apply administrative skills and knowledge of university and Centre of Excellence processes and policy to assist academic staff and students. They will also be part of a nationally dispersed team offering coordinated support to the Centre of Excellence under the leadership of the Centre Chief Operating Officer.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Administration Officer will apply solutions to emerging problems by taking into account relevant policies and procedures and available systems and resources. Matters that can't be easily resolved should be escalated to the Node Leader or to the Centre Chief Operating Officer.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will need to develop knowledge of school and university-wide operating procedures and policies. They will also need to assume knowledge of Centre of Excellence workflow processes, reporting requirements and learn to use its custom database.

3.4 RESOURCE MANAGEMENT

The incumbent will liaise between the node leader, University of Melbourne Finance staff and the Centre of Excellence Finance Manager to monitor and report on Expenditure University of Melbourne based Centre of Excellence staff, students and visitors. The incumbent will be issued with a university credit card and financial delegation appropriate to the role.

3.5 BREADTH OF THE POSITION

The position involves administrative support within the University of Melbourne node of CLEX in the School of Geography, Earth and Atmospheric Sciences. The position is required to liaise with UoM staff, students and visitors affiliated with CLEX, which spans across all levels of the School, Faculty and University. The position also interacts regularly with (predominately administrative) staff in other CLEX nodes.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. *Other Information*

6.1 ORGANISATION UNIT

<http://www.sgeas.unimelb.edu.au>

The School of Geography, Earth and Atmospheric Sciences is a multi-disciplinary school, involved in teaching and research in various branches of atmospheric sciences,

geosciences, and physical and human geography. The School operates a comprehensive programme of Tertiary Education at both undergraduate and postgraduate levels and undertakes extensive research programs of fundamental, applied, and cultural significance.

This position will be embedded within the University of Melbourne node of the Australian Research Council's Centre of Excellence for Climate Extremes (<http://www.climateextremes.org.au>). The ARC Centre of Excellence for Climate Extremes is a major 7-year initiative supported by the Australian Research Council. It is a consortium of five Australian universities with a suite of outstanding national and international Partner Organisations as collaborators. The Centre of Excellence research agenda encompasses interconnected research programs focused on Drought, Ocean Extremes, Weather/Climate Interactions, and Climate Attribution and Risk.

6.2 BUDGET DIVISION

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising six schools: BioSciences, Chemistry, Ecosystem and Forest Sciences, Mathematics and Statistics, Physics and the School of Geography, Earth and Atmospheric Sciences.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, the Indigenous Knowledge Institute, the Melbourne Energy Institute, the Office for Environmental Programs and home to numerous Centres.

Science manages more than \$301 million of income per annum, with a staff base in the order of 250 FTE professional staff, and more than 662 FTE academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 10,800 undergraduate and 2,500 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is highly research focused, performing strongly in the Australian Research Council competitive grants schemes. The Faculty of Science is currently growing its competitiveness and standing in the National Health and Medical Research Council and health space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$100 million. The annual income from the endowment supports more than 140 prizes, scholarships and research awards, and numerous academic positions.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>