



## POSITION DESCRIPTION

The Wilin Centre for Indigenous Arts and Cultural Development  
Faculty of Fine Arts and Music

### Administrative Assistant

**Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).**

POSITION NO	0032604
CLASSIFICATION	UOM 4
SALARY	\$67,872 - \$72,033 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Fixed Term
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jodie Seiuli Tel +61 3 9035 9139 Email <a href="mailto:jodie.seiuli@unimelb.edu.au">jodie.seiuli@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Reporting to the Wilin Centre Coordinator, the Administrative Assistant is required to perform general administrative duties at the Southbank office of the Wilin Centre and provide administrative services to support the efficient and effective management of the Wilin Centre's programs and curriculum activities.

The appointee is required to display a high level of professionalism, regularly interacting with the internal and external community as well as dealing with confidential and sensitive issues and documentation. In addition, the appointee will demonstrate a willingness to work in an educational environment where good communication skills and the ability to work cooperatively as part of a wider team is necessary.

The Administrative Assistant supports the Wilin Centre Head and is required to discharge their duties in accordance with the Wilin objectives.

### ***1. Key Responsibilities***

Supervised by and reporting to the Wilin Centre Coordinator, the Administrative Assistant will undertake the following administrative functions to support the Wilin Centre for Indigenous Arts and Cultural Development

#### **1.1 ADMINISTRATIVE RESPONSIBILITIES**

- ▶ Provide administrative support for the Head of Centre and Centre Coordinator including diary management, secretarial support, photocopying, scanning and filing
- ▶ Assist with logistical coordination of Wilin Centre events and provide support to the Wilin Centre Coordinator with the administration of the Wilin events program
- ▶ Provide project support as directed by Wilin Centre Coordinator
- ▶ Coordinate and maintain a welcoming environment and Indigenous first point of contact for visitors to the centre
- ▶ Collate agenda items and take minutes for staff meetings and other meetings and distribute to relevant staff members in a timely fashion
- ▶ Provide front office support including responding to general Wilin Centre telephone, mail, email and visitor enquire; management of incoming and outgoing mail and couriers
- ▶ Be aware of the schedules of all staff in the Wilin Centre
- ▶ Provide logistical organisation of meetings pertaining to Wilin activities
- ▶ Provide logistical support for the Wilin Centre including development and use of administrative systems and tools such as whiteboard systems, maintenance of electronic filing, maintenance of physical filing
- ▶ Assist in the development, implementation and maintenance of Wilin branding and design as directed by the Wilin Centre Coordinator and Head of Centre
- ▶ Maintain all Wilin Centre contact lists and databases
- ▶ In consultation with the Wilin Centre Coordinator and Head of Centre, contribute to and maintain a social media presence for the Wilin Centre
- ▶ Assist in the maintenance of student notice board; email distribution of relevant information to students; provision of Indigenous first point of contact service including assistance with the use of Wilin facilities; development and maintenance of a vision board; maintenance

and upkeep of the Wilin Centre student room and general Centre space including the kitchen area

- ▶ Occupational Health and Safety (OH&S) responsibilities as outlined in section 5.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ Indigeneity and a demonstrated connection to Aboriginal and Torres Strait Islander peoples and communities
- ▶ Demonstrated organisational and administrative skills with the ability to plan, coordinate, document and carry out tasks and projects through to completion
- ▶ Highly developed interpersonal, written and verbal communication skills, a proficient telephone manner, and the ability to effectively provide information to a broad range of people
- ▶ The ability to act with discretion and an appreciation of the importance of confidentiality
- ▶ A high level of computer literacy in database, spreadsheet, word processing, PowerPoint and email/calendar software
- ▶ Proven ability to meet deadlines, problem-solve, prioritise workload, use initiative and source information within tight timeframes
- ▶ Attention to detail, with the ability to produce work of a high standard
- ▶ Working with Children Check

### **2.2 DESIRABLE**

- ▶ Previous experience within a university, and an understanding of standard procedures in this environment
- ▶ Previous experience coordinating events
- ▶ Current Driver's License

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Administrative Assistant reports to and receives direction from the Wilin Centre Coordinator.

The Administrative Assistant will be responsible for prioritising his/her own tasks and resolving problems independently as they relate to the day-to-day running of the activities that he/she is responsible for. A measure of proactiveness is expected.

Good communication and liaison with academic and professional staff is required at all times in order to ensure the smooth operation of the Wilin Centre's programs and events.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

Proven ability to meet deadlines, problem-solve, negotiate, use initiative, source information and resources within tight timeframes is required.

The appointee is expected to demonstrate initiative in finding solutions, as well as judgement about when to seek further advice.

A high proportion of administrative work in the Wilin Centre involves responding to deadlines. The appointee is expected to meet deadlines or notify the Wilin Centre Coordinator ahead of time to renegotiate these where extenuating circumstances exist.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Administration Assistant will need to develop fair knowledge of the public programs/events and academic programs offered by the Wilin Centre, University Financial and HR systems (including software applications) as well as good operational knowledge of the Faculty of Fine Arts and Music and its operations across the Southbank and Parkville campus.

In addition, the appointee will need to develop an understanding of relevant University and Faculty policies and procedures pertaining to the role.

### 3.4 RESOURCE MANAGEMENT

Assist the Wilin Centre Coordinator with the administrative functions relating to the financial management of the Wilin Centre including petty cash, cab charge and myki travel card management; organisation and payment of travel arrangements; liaising with suppliers as required and ordering stationery and catering.

### 3.5 BREADTH OF THE POSITION

It is expected that the Administrative Assistant will undertake other duties, activities and responsibilities of a nature appropriate to the classification as may be determined in consultation with the Wilin Centre Coordinator and the Head of Centre.

## ***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/people/community/responsibilities-of-personnel>

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

## **6. Other Information**

### **6.1 THE WILIN CENTRE**

<https://finearts-music.unimelb.edu.au/about-us/wilin-centre-for-indigenous-arts-and-cultural-development>

The Wilin Centre for Indigenous Arts and Cultural Development plays a vital role in connecting students and staff at the Faculty of Fine Arts and Music with ancient and contemporary Indigenous Arts practices. Situated at the heart Melbourne's arts precinct, the Wilin Centre is committed to supporting Indigenous students by providing a cultural change agenda for the faculty. The Wilin Centre supports the employment of Indigenous artists, academics and professional staff and is a driving force behind the development of national and international arts projects and programs.

### **6.2 FACULTY OF FINE ARTS AND MUSIC**

<https://finearts-music.unimelb.edu.au>

### **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.

The Faculty of Fine Arts and Music participates in Advancing Melbourne through the unique contribution of its excellence in creative and cultural outcomes. The VCA is a key factor in this contribution, and with the Conservatorium of Music, engages new publics while growing the shared value of the creative industries.

## 5.4 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>

## 6.5