

Position Description

Administration Coordinator

Position No:	50148322
Business Unit:	Office of the Provost
Department:	La Trobe Law School
Classification Level:	Higher Education Officer (HEO) 7
Employment Type:	Full Time, Fixed Term
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

This position coordinates the school administration team to ensure that the teaching and research needs of the various disciplines and research groups are met efficiently and effectively. The primary responsibilities of this position are to develop, implement and maintain School administrative procedures and ensure team members prioritise work according to business needs and undertake tasks and assignments with excellent attention to detail and accuracy. It will involve working closely with the School Senior Manager to ensure effective, distribution and management of the school's resources and provide high-level advice, support and reporting on academic and administrative policies and procedures for staff, students, stakeholders and the public.

Duties at this level will include:

- Responsible for independently monitoring, reviewing and developing procedures in own functional area. Able to work across organisational or functional boundaries to co-ordinate actions and propose initiatives.
- Adapts procedures to fit policy prescriptions or uses theoretical principles in modifying and adapting techniques. This may involve standalone work or the supervision of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.
- Operational responsibility for staff delivering significant administrative or professional services, including the provision of advice on procedures, systems, priorities and budgets for the function concerned to more senior managers.
- Independently monitors, reviews and develops procedures in own functional area.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Develop and enable the capability of staff within the work area by monitoring and continuously managing their performance and mentor them to better meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.
- Contribute to and maintain a strategic and collaborative overview of the school's business, manage the school's administrative staff, ensuring that policies and procedures, systems and support services are effective for staff and students and aligned with the School's Business Plan.
- Contribute to the development of university-wide policies and procedures and the dissemination of best practice across the academic and administrative staff in relation to the school's administrative activities. This includes embedding and implementing a continuous improvement culture in relation to business processes and systems.
- Manage an administration team including, but not limited to:
 - Allocation of staff workloads and workflows to meet University and School deadlines.
 - Maintain a high-level working knowledge of human resource policies by contributing to the process of recruitment, induction, performance management.
- Work closely with the Senior Manager and the Office of the Provost to ensure the effective planning, distribution and management of the school's resources including space, equipment, infrastructure, human resources, ICT and other business-related activities. This includes the timely and accurate responses to requests from central areas to data and statistics around the school's resources as well as assisting with the coordination of the Academic Workload Planning System (AWPS) data collection.
- Undertake other tasks, as directed by the Senior Manager.

- In conjunction with Finance, monitor operational aspects of the school's financial activities and provide timely advice to the Senior Manager and the Dean and other relevant staff regarding revenue and expenditure and ensure compliance with University and external funding body policies and procedures.

Essential Criteria

Skills and knowledge required for the position

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated high level of self-motivation and personal management skills.
- Proven ability to focus on objectives rather than procedures and precedents.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve problems.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.

Capabilities required to be successful in the position

- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to align individual and University goals and create a safe, inclusive, high-performing culture – modelling and enabling accountability, connectedness, innovation and care.
- Ability to make sense of data to inform decision-making – building a culture in which staff members actively contribute to the continuous improvement of local practices.

Essential Compliance Requirements

To hold this La Trobe University, position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to university goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:

WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials:

Date: