

Position Title	Senior Administration Officer
Classification	Level 6
School/Division	School of Social Sciences
Centre/Section	
Supervisor Title	Head of School
Supervisor Position Number	303033
Position Number	322053

Your work area

The School of Social Sciences offers a rich learning and research environment spanning a number of disciplinary and interdisciplinary themes with a focus on the applied social sciences. As well as undergraduate and postgraduate programs, the School supports an active research program.

Reporting structure

Reports to: Head of School or Delegate

Your role

As the appointee you will, under limited direction, provide high level administrative support to the Head of School or Delegate to support the activities of the School of Social Sciences and its Research Centres.

Your key responsibilities

Provide support for School staff in organising events, short courses, conferences and meetings. Coordinate logistics, including venue selection, catering, and audio-visual requirements.

Provide executive support for School partnerships and collaborations with Chinese Universities and institutions.

Develop and implement strategies to promote events and engagement activities. Utilise various communication channels to increase awareness and participation.

Collaborate with internal teams and external organisations to enhance engagement opportunities. Build and maintain positive relationships with stakeholders, including vendors, sponsors, and partners.

Collect and analyse data related to event outcomes and participant feedback. Prepare detailed reports for management, offering insights and recommendations.

Manage School memberships and sponsorship agreements with societies and organisations.

Respond to general and administrative enquiries, and initiate action as appropriate in a timely and professional manner.

Attend public events where necessary (outside office hours).

Provide executive support for the Head of School

Other duties as required.

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency.

Chinese language skills and demonstrated capacity to work with Chinese based businesses and institutions.

Highly developed organisational and administrative skills, including attention to detail and the ability to manage multiple tasks simultaneously.

Highly developed verbal and written communication skills for effective collaboration and promotion of events.

Demonstrated ability to cultivate and maintain positive relationships with diverse stakeholders, including vendors, sponsors, and partners.

Experience in developing and implementing strategies to promote events and engagement activities.

Strong interpersonal skills and the ability to collaborate effectively with cross-functional teams to achieve common goals.

Proven ability to address and resolve issues that may arise during events promptly and efficiently.

Special requirements (selection criteria)

Occasional after-hours work will be required on evenings and weekends.

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](#)