



POSITION DESCRIPTION

Administration Officer

June 2024

UNIVERSITY of 
TASMANIA

Position Summary

College / Division	CALE
School / Section	LAW
Location	Tasmania Law Reform Institute (TLRI)
Classification	<u>HEO Level 5</u>
Reports to	Director, TLRI
Direct reports	N.A.
Delegation level	<u>No Delegation</u>

Position Overview

We are seeking to appoint an Administration Officer in the [Tasmania Law Reform Institute](#) (TLRI) in the [School of Law](#), which sits within the [College of Arts, Law and Education](#).

The TLRI is an independent body that was established in 2001 by agreement between the State Government, the University of Tasmania and the Law Society of Tasmania. The functions of the Institute include the review of laws with a view to: the modernisation of the law; the elimination of defects in the law; the simplification of the law; the repeal of laws that are obsolete or unnecessary; and uniformity between laws of other States and the Commonwealth. The Director manages all TLRI business, and provides leadership by contributing to the development and implementation of strategy and by building Law as a recognised strength, with a focus on the law reform functions of the TLRI.

The Administration Officer will assist the Director by undertaking administrative functions within the TLRI that underpin budget management, governance, human resources, research, and community and media outreach. They will work collaboratively in a team office environment on the Sandy Bay campus, and contribute to the objectives of the Institute.

About the University of Tasmania

Welcome to the University of Tasmania, your island campus 1,270 million years in the making. This is heightened education at a slower pace of life. A place that attracts the highest percentage of scientists per capita in the world. Home to towering temperate rainforests, 60,000 years of human knowledge and underground cultural experiences of legend. Take your time to breathe it all in.

Our journey began in 1890, with a seed of academic excellence sown on our island. We inspire and encourage people to flourish and thrive. Our unique circumstances have made us resilient, transforming us into creative problem solvers. Our success is a testament to our quiet determination and adaptability.

We are more than just a place of learning. We are a catalyst for economic growth, a beacon for literacy, a champion for health and a guardian of our environment. We generate powerful ideas for and from Tasmania. We invite inquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

The Administration Officer will be integral to the Institute. They will assist the Director with planning and implementing the TLRI's core business.

Key Outcomes

- Assist Director with budget management, staff contracts, staff travel, correspondence, and implementation of University policies and procedures
- Act as Secretary to the TLRI Board, preparing agendas, minutes, and other documents
- Work with Director and Principal Research Fellow to administer all stages of Institute research: pre-award and post-award grant application documentation; community consultation; compliance with ethics requirements; media engagement; publication processes; and publication distribution
- Maintain TLRI website, and liaise with web services officer
- Assist Director in the preparation of the Institute's annual reports
- Respond to email and phone enquiries for the Institute
- Maintain digital and hard copy files in accordance with UTAS Data Classification Framework.

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Structured: Works methodically to organise and plan tasks, upholds standards and works quickly, able to multi-task to produce outcomes.
- Supportive: Understands others through listening and empathy, works well in a team and actively involves others by valuing individuals' unique perspectives.
- Evaluative: Excels at examining information and asking probing questions, documenting facts and interpreting data in an objective manner.

Core Capabilities

- Demonstrated sound analytical skills coupled with problem-solving abilities, including well-developed judgment, initiative, and decision-making skills.
- Demonstrated ability to operationalise and activate strategies set by the TLRI into specific actions, timelines and responsibilities to enable the University to deliver on key strategic goals.
- Demonstrated teamwork skills: Fosters a sense of belonging and wellbeing, enables others to feel good and function to their fullest ability and role models respectful, inclusive and

professional behaviours.

Role Specific Skills, Knowledge and Experience

- Demonstrated strong office and project administration, knowledge, and experience
- Demonstrated strong verbal, written, and digital communication skills, including meeting agendas and minutes.
- High level competence with spreadsheeting and word processing programs; experience with databases desirable
- Familiarity with University policies, procedures, and systems, or capacity to develop familiarity within reasonable timeframes.

Qualifications and Licences

- Completion of a degree without relevant work experience; completion of an associate diploma with at least 2 years relevant work experience: or an equivalent combination of work experience and/or education/training

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

As part of our commitment to a safe and inclusive workplace, employment history and criminal background checks may be conducted as part of the selection process.

Undertaking manual handling and heaving lifting of objects <10kg required.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position