

Position Description

Administrative Officer

Position Number: 67518
Position Title: Administrative Officer
Date Written: October 2018

Faculty / Division: Faculty of Engineering
School / Unit: Graduate School of Biomedical Engineering
Position Level: Level 6/7

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level (level 6/7).



Values in Action
 Our UNSW Behaviours



Builds
Collaboration



Embraces
Diversity



Displays
Respect



Demonstrates
Excellence



Drives
Innovation

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The Graduate School of Biomedical Engineering is internationally recognised for its international contributions by highly experienced academic staff who offer a high quality educational experience and dedicated researchers who conduct world class research and have made astounding breakthroughs. The vision of the Graduate School of Biomedical Engineering is to provide the best research and teaching outcomes relevant to the development of applications in the human health sector to help in the diagnosis, treatment and quality of life of Australians with life-threatening or debilitating diseases and conditions. For further information about the School, please visit <https://www.engineering.unsw.edu.au/biomedical-engineering/>.

The Administrative Officer works closely with the Deputy Director, ARC Centre of Excellence for Nanoscale Biophotonics (CNBP) to manage and organise the work of the Centre Node at UNSW. The main responsibilities of the Administrative Officer is to administratively support research work undertaken in group laboratories (staff and student purchases and travel), organise meetings and events at UNSW, or externally, in collaboration with other Centre Nodes, manage diary and expenses of Deputy Director and help monitor budget spending and budget reporting for the ARC Centre of Excellence. The Administrative Officer will also help contribute to the promotion of CNBP through management of outreach program, website updates and social media presence.

The Administrative Officer is responsible for providing high quality, confidential, written and verbal administrative support. The nature of the position requires regular contact with the senior management of the University and other Nodes of the ARC Centre of Excellence for Nanoscale Biophotonics and its successor. The Administrative Officer is the first point of contact for internal and external stakeholders wishing to communicate with the Node Leaders.

The role of Administrative Officer reports to Professor Ewa Goldys, with dotted line reporting to School Manager, and has no direct reports.

RESPONSIBILITIES

Level 6

- Provide general administrative support to the Deputy Director, ARC Centre of Excellence for Nanoscale Biophotonics (CNBP);
- Provide day-to-day administrative support in the SHARP / CNBP office by providing work-tracking and appropriate follow-up action and provide administrative support for a range of operational activities and provide administrative support to Centre management and staff to enable them to deliver on its strategic priorities;
- Be the first point of contact in the SHARP / CNBP office, build and maintain positive relationships with internal and external stakeholders and resolve a diverse range of enquiries from stakeholders;
- Provide executive support to the Deputy Director, including confidential reception, management of correspondence, and diary/calendar, and other administrative services;
- Manage incoming issues and concerns within the Deputy Director's office, ensuring all required responsibilities and commitments are met, using judgement and initiative when handling sensitive and confidential matters, and determine appropriate course of action, referral or response;
- Oversee the Deputy Directors detailed travel plans, including flight and transport bookings, itineraries, accommodation, conference registrations and any other requirements, and ensuring documentation for travel-related meetings/presentations are complete;
- Respond to a range of in-person and email enquiries in the SHARP / CNBP office in relation to travel bookings, recruitment, expense reimbursements, purchasing and event organisation from internal and external stakeholders, and initiate action, or refer enquiry, as required;

- Monitor work to ensure a cooperative and effective working environment that contributes to positive internal and external working relationships;
- Coordinate and support meetings and events, including room bookings, catering, disseminating meeting agendas and minute taking as required;
- Monitor budgets and create budget plans to ensure that there is sufficient budget for the research group;
- Efficiently manage relevant financial activities for the Deputy Director's office including expenses and credit card transactions and reconciliations, and payment of invoices in line with UNSW financial procedures;
- Provide high level, confidential administrative support, including correspondence, visitor and diary management, internal and external meeting and function arrangements, conference and travel arrangements, credit card reconciliation, records management, preparation of correspondence, briefing papers and presentation materials, processing and follow up of purchase orders and other administrative activities as directed;
- Work collaboratively with other Nodes to support Centre outreach activities, functions and marketing projects, including managing website updates and a large social media presence;
- Other duties as directed by the CNBP Deputy Director, Business Development Officer and Major Events Coordinator.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Level 7 (in addition to the above)

- Liaise with UNSW Finance support to help manage expenditure against research budgets and ensure that the CNBP monthly financial report is coded correctly and promptly reported to the Adminstrating Node;
- Plan budgets, and provide analysis and advice on financial aspects of the CNBP office;
- Analyse and report on CNBP trends, providing recommendations to the Deputy Director for incorporation to key performance targets.

SELECTION CRITERIA

- A relevant tertiary qualification with relevant experience, or an equivalent level of knowledge gained through other education, training and/or experience;
- Demonstrated experience in administration with previous PA/EA experience to senior management in a large and complex institution or equivalent;
- Demonstrated and effective interpersonal and communication skills, with the ability to liaise at all levels and with stakeholders from diverse backgrounds and cultures;
- Proven time management and organisational skills with a proven ability to establish priorities, achieve objectives and meet deadlines; Demonstrated ability to work effectively, flexibly and collaboratively with colleagues within and beyond the immediate work unit, contributing to the achievement of team goals;
- Proven experience with complex diary management and high attention to detail;
- Demonstrated commitment to quality and continuous improvement, and proven ability to interpret and apply policies, procedures, and systems consistently, provide advice and to drive creative solutions through to implementation within the immediate work area;

- Proven ability to work independently, use initiative and prioritise tasks and meet deadlines in a demanding environment with excellent attention to detail and a commitment to quality assurance;
- Demonstrated experience in, and proven commitment to customer service;
- Proven ability to work in a high volume, process driven administrative environment with variable workflow patterns, competing deadlines and minimum supervision;
- Demonstrated high-level computer skills using Word, Excel, databases, internet and email with the ability to learn new systems quickly;
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Level 7 (in addition to the above)

- Extensive experience in managing budgets and other resources, and provide sound financial advice, analysis and support in a large and complex organisation;
- Demonstrated ability to apply, interpret, advise on, and develop policies and procedures in line with best practice;
- Demonstrated ability to act with a high level of independence, initiative, problem-solving, analysis and judgement to provide accurate and appropriate outcomes.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.