

Position Title	Administrative Officer
Classification	Level 6
School/Division	School of Molecular Sciences
Centre/Section	ARC Centre for Plant Energy Biology
Supervisor Title	Director
Supervisor Position Number	
Position Number	

Your work area

The ARC Centre of Excellence in Plant Energy Biology is a Research Centre at UWA that operates from the School of Molecular Sciences in the Bayliss Building on the Crawley Campus. Its broad mandate is to conduct internationally leading research on molecular biology of plants and work with selected international academic and industry partners to evaluate its findings for new insights, applications and future research opportunities. It conducts research funded by the ARC and other funding agencies and industry partners. It has a responsibility to train early career researchers and research students and mentor them, and to communicate its findings outside academia to the community and key end-user groups through educational and promotional events.

Reporting structure

Reports to: PEB Director

Your role

As the appointee you will, under general direction, provide a high level of financial and administrative support to the Centre and its professional staff. You will take a responsible role in the maintenance and improvement of the Centre's office systems, policies and procedures to ensure efficient operation.

Your key responsibilities

Provide executive support to the centre director and professorial academic staff

Provide general financial and administrative support to the Centre

Ensure accurate financial oversight by monitoring annual budgets, resource allocation, and coordinating purchasing requests in relation to the centre's funding requirements

Establish, document, maintain and submit reporting documentation for all financial requirements in line with the University's Financial and stakeholder requirements monthly, quarterly, and annually

Provide administrative support for HR-related tasks such as recruitment, renewals, budget checks and onboarding of new staff, students, and visitors

Liaise with the UWA Biosafety Office to maintain PEB laboratories to ensure compliance to PC2 requirements

Coordinate and support activities of staff and students in Centre education and outreach roles

Coordinate and administer Centre outreach and education events

Collect, collate and report participation and evaluation data from Centre education and outreach events

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or demonstrated equivalent

Substantial senior administrative experience at an appropriate level

Highly developed organisational skills and demonstrated ability to meet deadlines

Relevant experience in local event management

Excellent written and verbal communication skills

Proficiency in a range of office computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative and work productively as part of a team

Experience with financial software (PeopleSoft), travel booking/expense management software (Concur), web content management software is desirable

Special requirements (selection criteria)

Occasional after-hours work may be required

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](#)