



**Australian  
National  
University**

## Position Description

College/Division:	College of Science
Faculty/School/Centre:	Mathematical Sciences Institute
Department/Unit:	MSI Administration
Position Title:	Administrative Officer (Research & Executive Support)
Classification:	ANU Officer Grade 5
Position No:	
Responsible to:	MSI School Manager
Number of positions that report to this role:	
Delegation(s) Assigned:	

### PURPOSE STATEMENT

The Administrative Officer (Research & Executive Support) provides high level administrative and executive support, contributing to the efficient coordination of the day-to-day operations of the Mathematical Sciences Institute (MSI), ANU College of Science (CoS), through liaising with staff, visitors and students and providing advice and assistance on a wide range of general and administrative matters, including the prestigious visitor programs, student administration, conference/workshop and event management, financial and human resources matters.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

The Administrative Officer (Research & Executive Support) reports to the School Manager and is required to provide executive support to the MSI Director and Associate Director (Research). The Administrative Officer (Research & Executive Support) undertakes a broad range of administrative tasks relating to day-to-day activities, acting as a first point of contact for Director and all administrative services by providing support to a variety of stakeholders including staff, students and visitors, working in partnership with team members and with colleagues in College and Central Divisions.

#### Role Statement:

Under the general direction of the School Manager, the Administrative Officer (Research & Executive Support) will:

1. Provide executive support to the MSI Director and Associate Director (Research), including responding to enquiries and providing first-level advice on a wide range of policies and procedures, redirecting enquiries to the relevant staff, when needed, and drafting various reports and general correspondence as requested.
2. Provide high level administrative support, liaising with staff, students and visitors to ensure the efficient and effective delivery of:
  - Diary management, coordinating appointments and proactively resolving conflicting demands and commitments. Secretariat support to senior member of staff, including producing agendas, collating and circulating relevant documents, minute-taking and distribution of minutes and follow-up action items to ensure resolution within the agreed timeframes.

- Financial administration including the accurate processing of financial transactions, organising reimbursements, preparing travel forms and per-diems and running various periodic and ad-hoc reports.
  - Human resources administration, including the preparation of various paperwork for approvals, basic HR system processing and reports and providing support in staff recruitment and appointments, visitors and local area induction.
  - Conference, seminar and outreach activities including sourcing of venue, registration, accommodation bookings, participant payments and handling related activities, including balance conference account budgets.
3. Provide general administrative and secretariat support on a range of other matters including, but not limited to: marketing and communications, student administration, collating and placing stationery orders, arranging access cards and IT access and ensuring appropriate maintenance of office space and equipment.
  4. Maintain the School website and intranet, liaising with stakeholders to collect information and update relevant sections.
  5. Liaise and develop networks with administrative and executive support staff within the area, the University and external stakeholders as appropriate
  6. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
  7. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling

#### SELECTION CRITERIA:

1. Demonstrated relevant experience in an administrative role in a complex environment. Relevant qualifications will be highly regarded, as will experience in executive support, finance, event management, student administration or human resources.
2. Demonstrated high level customer service with effective communication skills and experience drafting business correspondence, reports, agendas, minutes and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
4. Proficiency using the MsOffice suite and experience with online data management platforms and website maintenance.
5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

#### References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)