

Position Description

Position Title:	Academic Services Officer
Position Classification:	Level 5
Position Number:	303438
Faculty/Office:	Faculty of Health and Medical Sciences
School/Division:	UWA Medical School
Centre/Section:	Rural Clinical School
Supervisor Title:	Senior Administrative Officer
Supervisor Position Number:	302432

Your work area

The team is responsible for providing academic administration and support services to a wide range of clients including Heads of School, academic staff and students across the Faculty. The team is committed to providing a quality outcome with a focus on continuous improvement.

The Rural Clinical School of Western Australia is a unit within the Medical School of the Faculty of Health and Medical Sciences, which provides rural clinical training for WA medical students. The RCSWA spans a breadth of some 3,500kms across multiple sites in WA order to provide a positive rural educational experience, increase the quantity and quality of the rural workforce and in turn improve health outcomes in rural and remote Australia.

Reporting structure

Reports to: Senior Administrative Officer

Your role

As the appointee you will, under limited direction, provide a high level of administrative and secretarial support to the office and take a responsible role in the establishment, maintenance and improvement of the office systems and policies and procedures to ensure its efficient operation

Your key responsibilities

Plan and coordinate a range of administrative functions that may include personnel, financial and student management activities

Respond appropriately to complex and detailed enquiries using judgement and initiative

Liaise with other areas applying a sound knowledge of the office activities

Provide in depth advice and information on policies and procedures

Other duties as required

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or equivalent competency

Substantial relevant administrative experience at an appropriate level

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

Highly developed organisational skills and demonstrated ability to meet deadlines

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

Highly developed written and verbal communication skills

Special requirements (selection criteria)

No special requirements

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.