

Details

Area	Faculty of Health
Team	Institute for Mental and Physical Health and Clinical Translation (IMPACT)
Employment	Full-time (36.75 hours per week) and fixed term to 31 December 2025
Location	Health Education and Research Building (HERB) and Waurn Ponds campus
Classification	HEW level 6
Manager Title	Institute Executive Officer

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

The primary purpose of the Senior Administrative Officer is to provide high-level administrative and operational services to support efficient operations of the Institute. The incumbent will undertake duties as required to provide expert coordination, support, and advice on business, research (what specifically), administrative, and operational matters to support effective management of the Institute's functions and resources. This position requires a strong understanding of academic and administrative policies and their local application.

Reporting to the Institute Executive Officer the incumbent will:

- Be responsible for a range of upstream tasks related to recruitment, appointments and reappointments, including funding, resourcing, and compliance, honorary and visitor appointment and liaising with CX Hub or People and Culture to address enquiries and resolve issues.
- Implement business administration policies and practices and provide suitable solutions to administrative challenges.
- Support research related programs and activities, including developing procedures and guidelines and providing advice to executive and senior staff.
- Coordinate a range of committee meetings including organising agendas, minutes and paperwork for all meetings in consultation with the relevant chair.
- Undertake reporting tasks as directed and ensure delivery of scheduled reports in a timely manner drawing accurate conclusions and condensing complex information into clear, concise terms that others can understand.
- Support the Institute Executive Officer with budget and resource management and undertake projects and project tasks independently.
- With the guidance of the Institute Executive Officer undertake a range of program review tasks, analysing and evaluating the success of various programs.
- Lead process improvement activities and develop and implement practical, accessible solutions based on stakeholder needs.
- Identify and recommend improvement opportunities and initiatives to support strategic vision.
- Analyse complex information, such as university governance, procedures, and guidelines, to support operational delivery. Communicate next steps clearly and concisely to ensure understanding.
-

Accountabilities

- Prioritise work and critical activities, evaluate progress, recognise barriers to achieving outcomes and find effective ways to deal with them.
- Proactively identify opportunities for improvement and take action and actively seek feedback from colleagues and stakeholders on things that are working well and areas for improvement.
- Act as a coach, work with team members to facilitate growth and development and proactively offer support, help and advice to others within and across teams.
- Build rapport with people outside of immediate team in ways that are respectful and inclusive of others and demonstrate an understanding of how all the different areas of the University interrelate and how own area fits in.

- Modify behaviour based on self-awareness and feedback to improve personal impact. Focus on personal emotional wellbeing. Adapt well to change and display a positive outlook in stressful situations.
- Actively seek information to better understand the customer's perspective, follow through and deliver on promises, respond to feedback with openness and transparency and seek to identify ways to better service the customer.
- Build productive relationships with a diverse range of potential students or stakeholders and communicate with confidence using examples to increase understanding and support.

Selection

- A degree with at least 4 years subsequent relevant experience; or
- An equivalent combination of relevant experience and/or education/training.
- Extensive administrative and coordination experience working within a large organisation with formal administrative structures, policies and procedures; preferably in a tertiary educational institution.
- Experience in continuous improvement and leading and delivering local level projects.
- Skilled in setting, reviewing and delivering according to changing priorities.
- Excellent communication, interpersonal and presentation skills with the ability to build strong relationships and produce clear and accurate communications.
- Proven high level of accuracy and attention to detail in all aspects of performance.

Capabilities

- **Growth Mindset** open to learning and new experiences, invests in development.
- **Communicates** engages others through persuasive and influential communication.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position requires the incumbent to hold a current Working with Children Check
- This position requires the incumbent to hold a current National Police Record Check

Note The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.