

# Position Description

## Administrative Officer



### Details

Area	Senior Deputy Vice Chancellor Academic Portfolio
Team	Faculty Services
Employment	Continuing, Part-time, 0.7FTE
Location	Waurm Ponds or Warrnambool Campus
Classification	HEW 5
Reports to	Administrative Coordinator, Selection and Placements

### 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](#)

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### Overview

The Administrative Officer is responsible for providing coordination, advice, support, and services to a range of university stakeholders to enable the delivery of university outcomes.

Provide administrative support and services to staff and students to enable the delivery of school, faculty and university outcomes in selection and placements. Ensure an efficient, effective, and timely customer-focused administration service with the correct implementation of all university policies that relate to the areas for which the position is responsible.

Responsibilities will include:

- Coordinate placements for the school's courses including managing placement data, agreements and compliance requirements and ensure that all placements are compliant with placement agreements between Deakin University and the placement provider and with relevant regulatory requirements
- Assist with the selection into the school's courses and provide accurate and timely advice to students and staff.
- Assist in the management of student assessments including electronic exam management support in both face-to-face and online environments.
- Provide advice to staff and make appropriate referrals to other areas of the University as appropriate

### Accountabilities

- With a customer mindset, clarify expectations and respond promptly to stakeholder requests, queries, or complaints to ensure stakeholder needs are met to agreed standards and timelines. Provide basic advice to customers and make appropriate referrals to senior staff and/or other areas of the University
- Collect and analyse information and data from a variety of appropriate sources to solve work problems and present information in a clear, structured, concise and tailored way by focusing on key messages. Ensure information is understood and meets audience needs
- Understand local processes, prepare standard documents, manage records, regularly track progress of work tasks and identify key issues for appropriate escalation
- Engage in process improvement activities and adopt new ideas, approaches and changes to work practices. Show initiative, generate new ideas and share those ideas with others in the work area to improve processes and practice. Contribute feedback and suggestions and identify situations in which change is needed to improve policy and practice
- Use knowledge of continuous improvement principles to analyse current processes and practices and create practical, simple and accessible solutions to problems after considering multiple perspectives
- Recognise the importance of teamwork and of effective communication amongst team members and build rapport within immediate team in ways that are respectful and inclusive of others. Coach, guide and support team members as needed to deliver against individual, team and University goals.
- Build productive relationships with a diverse range of existing stakeholders and actively seek to maintain positive relationships.

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- Role model professional and ethical behaviours. Consult with available sources to gather relevant information and seek the expertise and advice of other people as appropriate

### Selection

- An equivalent combination of relevant experience and/or education/training
- Experience in administration and related activities in a large organisation with complex administrative structures, policies, and procedures.
- Experience in operating in a high-pressure diverse environment, involving face to face, phone, and written issue
- Experience providing services and support in a large organisation
- High level computer literacy skills: Knowledge in multiple software applications, including the Microsoft Office suite and with a high level of attention to detail

### Capabilities

- **Emotional Intelligence** manages emotions to positively influence behaviour.
- **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.

### Special Requirements

- Drivers Licence
- Working with Children Check (refer to Recruitment Procedure)

### 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.