



# Position Description

## Administration Officer

Gulbali Institute

Office of the Deputy Vice-Chancellor, Research

<b>Classification</b>	5
<b>Special conditions</b>	Part-time 10 hours per week Fixed Term
<b>Workplace agreement</b>	<a href="#">Charles Sturt University Enterprise Agreement</a>
<b>Date last reviewed</b>	September 2024



## Office of the Deputy Vice-Chancellor, Research

The Office of the Deputy Vice-Chancellor, Research is responsible for leading Charles Sturt University's research agenda to enhance research impact, output and engagement. This includes research training, partnerships, innovation, and commercialisation. A key focus is the development and implementation of strategies in these areas that increase capability, quality and impact in accordance with the goals of the university. The portfolio also includes First Nations engagement, which is a key area of importance for Charles Sturt.

## Research Institutes

To deliver on the university goal of research excellence, the university has established three research institutes, all with a digital and regional focus:

1. Gulbali Institute
2. Rural Health Research Institute
3. Artificial Intelligence and Cyber Futures Research Institute.

## Gulbali Institute – Agriculture, Water and the Environment

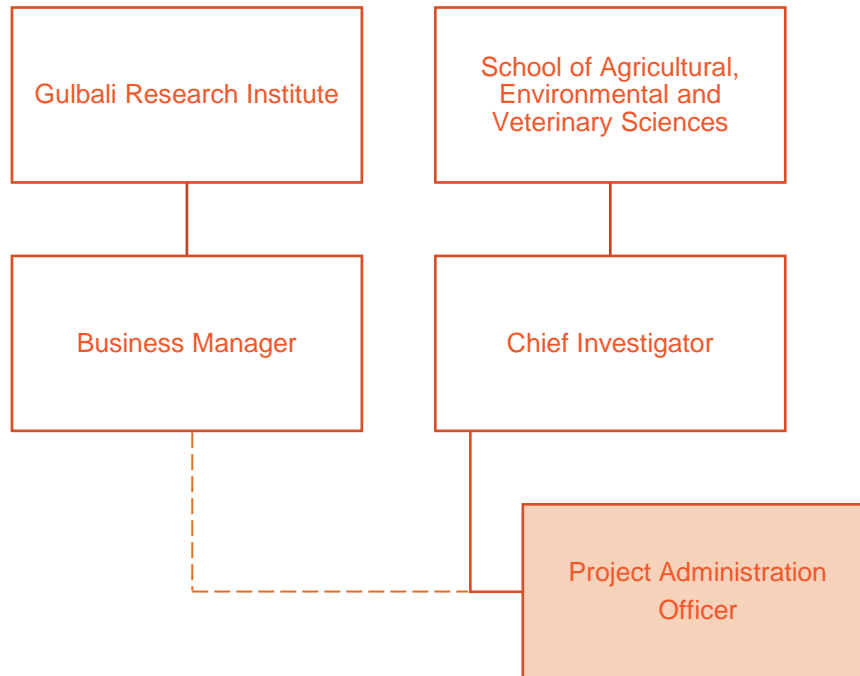
Charles Sturt University is a community minded organisation with strong links to industry, government and other educational organisations through research and courses. Our vision is to be Australia's leading regional university, advancing the careers of our students, inspiring research excellence and driving regional outcomes with goal impact. We collaborate with our partners on research with global impact. Charles Sturt's research in Agriculture, Water and the Environment (AWE) has been targeted for strategic investment, with the University committed to driving research which has impact across Australia and globally.

The key pillar of this strategic investment in AWE research is the establishment of the [Gulbali Institute](#). The Gulbali Institute will create integrated AWE research which is grounded in our footprint across the Murray-Darling Basin. The Gulbali Institute will focus on our research strengths in the areas of optimising farm systems for performance and sustainability; and enhancing the health and resilience of freshwater ecosystems. But we also recognise that it is important to recognise that Country is not just about land 'environment' it also includes social and spiritual aspects that influence the mind and the body.

The Institute brings together multidisciplinary research teams, enabling a holistic approach to research that provides solutions that are comprehensive, authoritative, and reflective of our economic, natural and social aspirations. The Institute will focus on research that addresses major national challenges and government, industry, and community strategic imperatives. Our multidisciplinary approach together with the application of an innovation framework, will lead to the translation of research into viable industry partnerships.



## Organisational chart



## Reporting relationship

**This position reports to:** Chief Investigator - Professor of Applied Ecology

**This position supervises:** Nil

## Key working relationships

- Gulbali Institute Business Manager and Administrative Officers
- Chief Investigators and Research Fellows
- Key staff within divisions and offices, in particular, the Office of Research Services and Graduate Studies, the Division of Finance and the Division of People and Culture.

## Position overview

The Administration Officer supports the project Chief Investigator and Institute in matters related to project activities including, purchasing and procurement, milestone reporting, liaison with external collaborators, maintaining project registers and data management.

## Principal responsibilities

- Provide administrative support commensurate with level of appointment to Chief Investigator and other relevant staff for nominated research project/s administered by the Gulbali Institute.



- Maintain effective liaison with staff in the Institute and other areas of the University as required, as well as relevant organisations outside the University.
- Working within the data management framework, draft and prepare letters, instructions, standard reports, presentations, agendas, minutes for the assigned research project/s, ensuring professional presentation consistent with relevant policy and guidelines of the Institute and the University.
- Work within University policies and procedures to access and utilise University systems for inquiries, processing, document management and reporting.
- Actively pursue ongoing improvements to processes, systems and general administration. Provide recommendations, actions and implementation plans as required.
- Event support, including overseeing travel arrangements, registrations, printing requirements and agenda development and dissemination, where appropriate.
- Undertake project work including responsibility for reporting requirements, and associated research and analysis. Provide recommendations, actions and implementation plans as required.
- Other duties appropriate to the classification as required.

## Required capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#). Read the Framework for more detail regarding these capabilities.

Capability	Capability Definition	Level of influence
<b>Innovates</b>		
<b>Navigates Complexity</b>	Adjusts and responds effectively to new or unexpected situations, challenges, or opportunities whilst developing strategies to manage wellbeing in a challenging environment.	Influence self
<b>Connects</b>		
<b>Builds Relationships</b>	Implements interdisciplinary collaboration, adopts diversity and inclusion principles, and facilitates relationship building to work effectively with others.	Influence self
<b>Communicates with Influence</b>	Listens to understand the position of others and leverages effective communication and negotiation skills in order to influence and navigate toward mutually beneficial outcomes.	Influence self
<b>Achieves</b>		
<b>Plans and Prioritises</b>	Effectively plans and aligns priorities with strategy. Effectively allocates and utilises resources to achieve goals.	Influence self

This section comprises of Enabler and Manages Effectively capabilities from the Charles Sturt [Capability Framework](#).

<b>Enablers</b>		
<b>Utilises Technology Effectively</b>	Builds capability in relevant technologies, complies with security obligations and addresses the ethics of technology use to minimise risk.	Influence self



## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distance up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.

## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. Completion of a degree without subsequent relevant work experience as a graduate upon appointment; or completion of an associate diploma with a range of experience including at least 2 years subsequent relevant work experience; or completion of a certificate or a post-trades certificate and extensive subsequent relevant experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Advanced computing skills, including Microsoft 365 and cloud-based file storage.
- C. Interpersonal and communication skills to facilitate interactions with diverse stakeholders, including researchers, administrative support staff and students.
- D. Excellent time management and organisational skills, including proven ability to be responsive to changing work demands and a demonstrated capacity to take personal responsibility for the completion of tasks to meet deadlines with minimal supervision.