

Position Description

Casual Administration Officer

Business Unit:	Regional Operation
Division:	La Trobe Rural Health School
Department:	Office of the Provost
Classification Level:	HE05
Employment Type:	Casual
Campus Location:	Bendigo
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

La Trobe Rural Health School - <https://www.latrobe.edu.au/rural-health-school>

Position Context/Purpose

The Regional Operations team provides administrative support for the teaching and research activities across the Schools within the Office of the Provost at our regional campuses.

Located Regionally, this position will provide administrative services to support the operations of the Schools and will have responsibility for the provision of high quality customer service and high level administrative support services and advice to academic staff. In collaboration with the Senior Coordinator and the Administration Coordinator, the incumbent will work as part of a team to assist in ensuring that School objectives are met, and that University policies and procedures are followed. In so doing the incumbent will observe a high standard of confidentiality.

The position will also ensure shared services provided by the Office of the Provost are consistent with service expectations of the Senior Coordinator and the Administration Coordinator.

Duties at this level will include:

- Provide high level administrative support to the core operations within the Office of the Provost and Schools at the Regional campuses.
- Provide professional advice and recommendations within specific parameters/professional guidelines to support informed decision making.
- Contribute to organisation of Teaching School Events.
- Work as a part of a team to build and maintain relationships within La Trobe as well as with outside bodies to support the activities of the Regional Operations Team.
- In conjunction with relevant staff, develop and maintain accurate promotional material and participate in University activities as required.
- Provide secretariat support to nominated committees and School meetings. This will involve organisation of meetings, arranging online-conferencing, preparation and distribution of agendas and minutes, tracking the outcomes of meetings and providing a report on actions arising from meetings, maintenance of accurate membership details and terms of reference.
- Undertake other tasks, as directed by the Senior Coordinator or the Administration Coordinator relevant to supporting the administration operations of the Provost and Schools.
- Uphold the Cultural Values of the University.

Essential Criteria

Skills and knowledge required for the position

- Completion of a degree without subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Excellent written and oral communication and interpersonal skills, including the ability to develop excellent working relationships with, colleagues, students and other stakeholders.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to work independently and as part of a team, follow established procedures with limited supervision and contribute positively to an effective team.
- High level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.
- Demonstrated ability to manage sensitive and/or confidential situations and deal with difficult situations.

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to implement improvements to local processes.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

For Human Resource Use Only

Initials:

Date: