

Position Title	Administrative Officer
Classification	Level 5
School/Division	Indigenous Studies
Centre/Section	Office of the Senior Deputy Vice-Chancellor
Supervisor Title	Business Manager
Supervisor Position Number	FSR 302454
Position Number	FSR 316156

Your work area

The professional services team of the School of Indigenous Studies is a small and dynamic unit providing administrative services to a wide variety of clients including the School Executive, students, internal and external stakeholders. The team is responsible for providing support to academic and professional staff in the administration of research, outreach, teaching and general operation of the School. The School of Indigenous Studies aspires to lead change for Aboriginal people, develop future leaders and demonstrate education leadership in Indigenous knowledge.

Reporting structure

Reports to: Business Manager

Your role

As the appointee you will, under general direction, provide high level administrative support to a wide range of internal and external clients including the Director Student Services, students, academic staff and professional staff. You will have excellent communication skills, show initiative and understanding of and experience working with Aboriginal and Torres Strait Islander peoples and must support in building a culturally appropriate environment for students and staff.

Your key responsibilities

Coordinate a range of administrative functions for the School

Coordinate and implement events for the Indigenous Education portfolio including cultural programs and activities. Outreach and various School programs including Open Day, Expos, information sessions and cultural events

Provide operational support in organising Student Services activities including Outreach and residential programs

Liaise with internal staff and community groups to ensure a coordinated and culturally appropriate approach in recruitment and promotion of School programs

Respond appropriately to complex and detailed enquiries using judgement and initiative

Provide in depth advice and information on policies and procedures

Contribute to the suggestion and implementation of improvements including workflow and practices

Coordinate travel bookings

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency or relevant work experience

Substantial relevant administrative experience at an appropriate level

Highly developed written and verbal communication skills

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

Highly developed organisational skills and demonstrated ability to prioritise and meet deadlines

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

Commitment to providing a high level of quality customer service

Special requirements (selection criteria)

Aboriginality (Section 50d, Equal Opportunity Act)

Some after-hours work may be required Current "C" class driver's licence

Current Working with Children Check Current National Police Clearance Certificate

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/