



POSITION DESCRIPTION

Position Title:	Publishing Officer
Position Classification:	Level 6
Position Number:	313827
Faculty/Office:	UWA Publishing
School/Division:	UWA Publishing (UWAP)
Centre/Section:	
Supervisor Title:	Director
Supervisor Position Number:	305517

Your work area

Producers of fine books and new ideas, UWA Publishing (UWAP) continues to expand the boundaries of academic and trade publishing, striving for social, cultural and intellectual renewal and illustrating the strength and diversity of the modern university.

A division of The University of Western Australia, UWAP has been publishing important books since 1935.

Reporting Structure

Reports to: Director

Your role

As the appointee you will, under limited direction, provide high-level executive and administrative support to the Director, UWA Publishing.

Your key responsibilities

Provide confidential, high-level administrative services to the Director, UWA Publishing, including assisting with reports and all correspondence, diary maintenance and correspondence management

Liaise with other UWAP staff to ensure schedules are accurately prepared and successfully delivered, and all other matters of the operations of UWAP are completed

Review agendas and meeting papers and annual reporting to a completed result to present to the Director

Establish, document and maintain policies and procedures and office systems for efficient operation

Provide research support in relation to planned policy initiatives

Respond to complex and diverse enquiries and provide advice and information on policies and procedures

Analyse and provide innovative solutions to problems

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or equivalent competency

Substantial relevant administrative experience at an appropriate level

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

Well-established connections in the Australian book industry and the arts and writing communities

Proven ability to work collaboratively with staff, freelancers, authors, retailers and media to further the profile of UWA Publishing in Perth and nationally

Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines

Highly developed written and verbal communication skills

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

Special Requirements

There are no special requirements

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.