

Position Description

Project Officer

Position No:	NEW
Business Unit:	Office of the Provost
Division:	La Trobe Rural Health School and Regional Operations
Department:	Provost Professional
Classification Level:	Higher Education Officer Level 6 (HEO6)
Employment Type:	Part-time (0.8EFT), Fixed-Term
Campus Location:	Regional
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

School of Rural Health – <http://www.latrobe.edu.au/school-rural-health>

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Position Context

Reporting to the Administration Coordinator, La Trobe Rural Health School and Regional Operations, the position will have responsibility for the provision of a range of authoritative advice and coordination of a range of administration services to ensure the effective and efficient administration of the Office of the Provost regionally.

This position coordinates a range of services to support projects for Regional Operations across the regional campuses and ensure that the teaching and research needs of the various disciplines and research groups are met efficiently and effectively, and within the policies and procedures of the University.

The position will also ensure shared services provided by the Office of the Provost are consistent with service expectations negotiated by the Administration Coordinator, La Trobe Rural Health School and Regional Operations, and the Director of Regional Operations and Senior Manager of La Trobe Rural Health School.

Duties at this level may include:

- In collaboration with the Administration Coordinator, La Trobe Rural Health School and Regional Operations, manage a range of projects and improvement initiatives that support the strategic objectives of the Office of the Provost.
- Provide high level administrative support to the core operations within the Office of the Provost and its Schools.
- In conjunction with relevant staff, develop and maintain accurate promotional material and participate in promotion activities as required.
- Prepare accurate and timely reports and data sets as required by the Office of the Provost/Schools and University.
- Provide administrative support for School committees within the Office of the Provost regionally.
- Contribute to the development of Office of the Provost-wide policies and procedures and the dissemination of best practice across all staff in relation to the Office of the Provost administrative functions.
- Provide a customer focused service in a timely, effective, and professional manner.
- Provide high quality, efficient and accurate services to staff and visitors.
- Actively participate in the creation of an environment of continuous improvement through the identification of process/procedure improvements and identifying ways of exceeding customer expectations.
- Develop and maintain a working knowledge of the Office of the Provost programs, policies, and procedures to be able to provide advice to staff.
- Provide supervision and cross functional team support and coverage.
- Undertake other tasks, as directed by the Director of Regional Operations and Senior Manager of La Trobe Rural Health School or the Administration Coordinator relevant to supporting the administration operations of the Office of the Provost and its Schools.

Key Selection Criteria:

Essential

- A relevant degree with subsequent relevant experience or an equivalent alternate combination of relevant knowledge, training and/or or experience.
- Demonstrated high level written and oral communication skills, with a high level of accuracy and attention to detail.
- Excellent time management skills, with proven ability to forward plan, prioritise and adjust to seasonal workloads.
- Excellent interpersonal skills, with an ability to interact with people from diverse cultural backgrounds. Demonstrated ability to manage sensitive and/or confidential situations and deal with difficult situations.
- Demonstrated ability to function productively both independently and as part of a team.
- Proficiency in computer software systems, including Word, Excel, Outlook, and databases.

Desirable

- Professional experience in a tertiary education or training environment and understanding of La Trobe Values

Other relevant 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.

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.

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.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University, we strive to work in a way which is aligned to our four cultural qualities:

- ***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 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 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.