

Administration Officer – Nursing

College/Division	College of Health and Medicine
School/Section	School of Nursing
Location	Rozelle
Classification	HEO 4
Reporting line	Team Leader – Paramedicine and Sydney Admin

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social, and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The Administration Officer - Nursing is based in the [School of Nursing](#) within the [College of Health and Medicine](#).

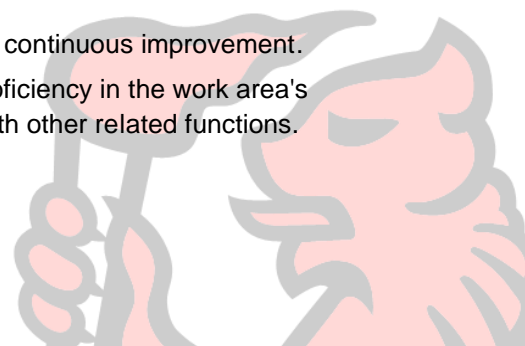
The Professional team across the School's four campuses deliver a wide range of administrative and support service functions, including online and face-to-face teaching, and contribute to a student-focused service model in academic operations, simulation facilities and Professional Experience Placement. The Administration Officer will be required to build strong professional relationships with internal and external service providers, collaborating with College Services and Academic staff to deliver outcomes supporting excellence in learning and teaching.

Under direction of the Team Leader – Paramedicine and Sydney Admin, the Administration Officer will perform administrative functions to support the delivery of the School's quality learning and teaching programs at Rozelle. They will be integrally involved in core administrative responsibilities alongside the College Services Team to meet UTAS deadlines across a range of administrative support tasks which may include reception duties, assisting with timetabling and teaching materials, supporting examinations and assessments, and providing general administrative services. An ability to show initiative, flexibility, and work well, both independently and as part of a team across various courses will be a requirement.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining, and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age, and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Deliver customer focussed services and support to course program delivery and assessment utilising Service Now, Zoom, email, phone and by face-to-face. This will include support to learning and teaching, simulation, timetabling, examinations, and Professional Experience Placement.
- Provide 'front-of-house' support to staff and students, including reception duties and event support when required.
- Support service requirements in a consistent manner by contributing to the development and implementation of Standard Operating Procedures.
- Apply a Lean methodology to your work, identifying and implementing continuous improvement.
- Perform tasks/assignments which require high level administration proficiency in the work area's rules, regulations processes and techniques, and how they interact with other related functions.
- Undertake other duties as assigned by the supervisor.



What We're Looking For (success criteria)

- Completion of a Diploma level qualification, or an equivalent combination of relevant experience and/or education/training
- Demonstrated ability to perform administration tasks with a high degree of accuracy, and to prioritise workloads
- Excellent interpersonal skills that enhance an ability to communicate effectively with a broad range of people
- Demonstrated commitment to maintaining confidentiality, using discretion and sound judgement
- Demonstrated ability to work collaboratively and harmoniously in a team environment, contributing to team planning and shared tasks with confidence and sensitivity towards others
- Demonstrated high-level organisational and administrative skills, the ability to meet tight deadlines, work under pressure and prioritise tasks, together with experience in the use of inventory applications.
- The ability to take responsibility for initiating, sustaining, completing, and evaluating systems, processes, policies and procedures to ensure effectiveness and efficiency.
- A high level of computer literacy, including competence in the Microsoft 365 suite, and experience with other database operations

Other position requirements

- Current Working With Vulnerable People (WWVP) or to be obtained
- Desirable: Experience providing support to health or lab-based teaching in a University setting and/or knowledge of University operations, policies and procedures or a proven track record of adapting quickly within a complex organisation.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social, and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students, and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

