

SENIOR CENTRES ADMINISTRATION OFFICER

DEPARTMENT/UNIT	Law Research Services
FACULTY/DIVISION	Faculty of Law
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Monash Law Faculty** is consistently recognised as one of the world's leading Law schools. Our excellence in research, teaching and scholarship has been at the forefront of legal education for decades in Australia. We pride ourselves on offering real, tangible legal experience and international study opportunities, and equipping our students with an extensive legal education.

We have a broad teaching base, with course offerings at every level. We believe practical experience is essential to a modern legal education. Through our clinical legal education program – the first of its kind in Australia – our students work with real clients, on real cases, under the

supervision of legal experts, we pride ourselves on developing and graduating market-ready legal professionals.

Our dedicated Monash University Law Chambers situated in the Melbourne Legal district complements our Clayton base and legal clinics. We also have an international presence in Prato, Italy and Malaysia where we offer dedicated law classes to our own students as well as students from other universities.

The Faculty has a vibrant research culture, with a strong commitment to diverse and innovative forms of high quality and cross-disciplinary legal research that has governmental, professional, and social impact. We collaborate with world leaders in law research and education throughout Australia and internationally and have demonstrated top tier research intensive performance. Our staff are involved in ARC discovery grants and CRC projects. The Faculty also has three world-class research centres, the Castan Centre of Human Rights Law, the Australian Centre for Justice Innovation, the Centre for Commercial Law and Regulatory Studies and a number of vibrant and emerging research groups.

For more information about the Faculty of Law, please visit our website: www.monash.edu/law

POSITION PURPOSE

The Senior Centres Administration Officer is a member of the Research Services team and provides a range of professional and high-quality administrative services to support the effective operation of the research centres of the Faculty of Law. This includes all administration and program management duties for the Faculty's research centres, including day-to-day administration, developing and implementing strategies to streamline and improve the delivery of all related services and maintaining excellent working relationships with internal and external stakeholders.

The Senior Centres Administration Officer provides project administration with a focus on excellence in process and judgment and provision of sound and timely advice to the Centre Directors, Deputy Directors and the Research Services Group.

Reporting Line: The position works closely with the Directors of the Faculty's research centres and reports to the Research Services Group Manager, Faculty of Law

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Plan and coordinate a program of effective administrative processes and systems including providing services, responding to queries, advising on policy and process, committee and project administration and producing reports in accordance with agreed standards and timeframes
2. Provide timely and accurate advice and assistance to key portfolio leaders and staff across a range of matters as they relate to research administration and centre activities
3. Plan and prepare sensitive and complex digital and hard-published communications, on behalf of the Directors, for a variety of audiences and stakeholders
4. Initiate and implement the continual improvement of workflow efficiencies and effectiveness including the periodic review and maintenance of relevant systems, policies and procedures

5. Provide high levels of customer service in accordance with best practice guidelines, policy and procedure and maintain service standards including prompt issues resolution and adherence to privacy, confidentiality and compliance requirements
6. Undertake the input and analysis of data, including ensuring effective security, storage and distribution of data, records and reports, relevant to the Faculty centre's research and engagement activities
7. Perform other duties to support the operations of the Research Services group and the ADR portfolio, as required
8. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A tertiary qualification in a relevant field and subsequent, relevant experience; or
 - extensive experience and specialist expertise or broad knowledge of/in research centres administration; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent administration skills and a demonstrated capacity to coordinate effective operational processes and systems
3. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
4. A strong commitment to excellence in customer service and a hands-on approach to service provision
5. A demonstrated ability to work as an effective member of a team as well as the ability to exercise independence and judgement where required
6. Strong analytical and problem-solving skills
7. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues
8. Excellent attention to detail and accuracy
9. Highly developed computer literacy, including experience using business software such as Microsoft Office

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.