POSITION DESCRIPTION

The University of Melbourne 
(logo)

Melbourne School of Health Sciences

Faculty of Medicine, Dentistry and Health Sciences

Administrative Officer

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| Position No | 0037836 |
| Classification | UoM 5 |
| WORK FOCUS CATEGORY | Professional |
| Salary | $76,886 – $88,312 |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Full Time (1.0 FTE) |
| BASIS OF EMPLOYMENT | Continuing |
| Other Benefits | <http://about.unimelb.edu.au/careers/working/benefits> |
| How to Apply | Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers), select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number. |
| contact For enquiries only | Patricia Murray Tel +61 3 8344 7766 Email p.murray@unimelb.edu.au  Please do not send your application to this contact |

For information about working for the University of Melbourne, visit our website:   
about.unimelb.edu.au/careers

Position Summary

The Adminstration Officer will join a collegiate and supportive team responsible for Adminstration across the breadth all aspects of administrative support across the breadth of the School’s operations. The appointee will be responsible for a delivering high quality support across a range of diverse tasks including human resources, finance, general office administration, building and facilities, IT support, event, communications, travel and occupational health and Safety. In addition to General administration each Adminstration Officer is assigned a portfolio of responsibility. More information on the portfolio for this specific opportunity is detailed below.

The MSHS administration team is based across 3 main locations on the Parkville campus. The incumbent will be allocated to a primary location, but may be required to work across multiple MSHS sites as required.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

• Collaboration and teamwork

• Compassion

• Respect

• Integrity

• Accountability

**PORTFOLIO – Head of Department and School Events and Communication Support**

This specific opportunity will initially be assigned to the Portfolio of Head of Department and School Events and Communication Support. This diverse and exciting position will work to provide exceptional support to the nominated Head of Department. Adopting a dynamic and flexible approach and using your high-level organisation and problem-solving skills, you will work in partnership the Head of Department, School Manager, Operations Manager and Department staff, to ensure smooth running of the Department’s operations. Responsibilities include diary, expense, and travel management as well as triaging approval processes on behalf of the Head of Department. You will also be responsible for providing Executive Officer support for assigned Department committees, and general administration including finance / procurement, facilities, mail list management and general HR administration. You will also support School level events and communications. This will include preparing mail chimp EDM’s, School web site updates and delivering a range of key School events during the year including public lectures and external stakeholder engagement events.

# Key Responsibilities

* Provide general administrative support to School staff and Executive Assistant support to a range of internal stakeholders, and in particular to the nominated Head of Department
* Provide secretariat support for nominated department committees, arranging meeting reports, committee papers, agendas, minutes, and correspondence as required
* Diary management and travel coordination
* Produce well-presented documents, presentations (utilising PowerPoint) and reports
* Provide timely and accurate advice and support across School communication and event activities including EDMs, web site updates, delivery of face to face and online events
* Production and maintenance of Org charts
* Work collaboratively with other professional staff to deliver integrated administration across the School and to provide a responsive service for enquiries from staff, visitors and students using judgement to provide information, advice and appropriate referral to other areas across the University
* Build and maintain strong and effective relationships with internal and external staff to ensure the efficient delivery of administrative services in a tactful and diplomatic manner while maintaining confidentiality.
* Build and maintain strong and effective relationships with internal and external staff to ensure the efficient delivery of administrative services
* Establish processes and procedures to coordinate the workflow of the office and actively contribute to ongoing administrative process improvement initiatives within the School, and as appropriate across the wider University
* Establish and maintain effective filing and database systems for records management of School documents and communications in line with University records management policy
* Coordination of events and catering
* Other duties commensurate with the position as directed by the supervisor
* Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

# Selection Criteria

## Essential

* Completion of a degree, or an equivalent combination of relevant experience and/or education/training.
* Excellent interpersonal skills, including a demonstrated ability to interact positively and work co-operatively in a multi-disciplinary team environment and liaise with people from diverse backgrounds.
* Demonstrated experience in coordinating preparing communication pieces and supporting event delivery
* Demonstrated ability to work with tact, diplomacy and maintain confidentiality while keeping stakeholders informed of progress of requests in and changing past-paced environment.
* Strong written communication skills including the ability to prepare reports, committee papers, agendas, minutes, presentations and correspondence
* Demonstrated ability to work independently and as part of a team across multiple locations
* Ability to plan and organise efficiently, manage competing priorities and complete projects within stringent timeframes
* Demonstrated problem solving skills and a proactive approach to identifying and resolving issues using sound judgement
* High-level computer skills, particularly in relation to Microsoft Excel, PowerPoint, Word and Outlook.
* Demonstrate Faculty values by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as one team, connecting with people and building relationships in your workplace

## Desirable

* Proficient in University systems including Themis (Oracle)
* Knowledge of Finance / HR processes and policies
* Proficient in mail chimp and CMS Matrix web editing platforms

## Special Requirements

* The successful candidate must be prepared to work from alternate buildings as required. The position may be require a start time between 8am and 9am based on business needs.
* There will be peak service delivery periods during which time leave is not likely to be approved.
* The incumbent is required to work flexible hours from time-to-time to meet the inherent requirements of this position, including on Open Day.

# Job Complexity, Skills, Knowledge

## Level of Supervision / Independence

This position works under broad direction within a collegial team environment. It will require independence and initiative in order to carry out tasks for the betterment of the School. There will be autonomy required for delegated tasks and understanding that all activities contribute to the support of the team. As the position works within a team located across multiple sites, there will be a necessity to ensure that communication between the team is consistent so that stakeholders may easily refer and escalate matters as appropriate.

## Problem Solving and Judgement

The incumbent is expected to resolve problems using judgement, common sense and a broad interpretation of existing policies and to implement new procedures in accordance with School and University policy.

The incumbent is expected to contribute to improving the School’s performance by identifying problems, developing and testing processes and systems and implementing solutions, while always operating within University policies. The incumbent will be responsible for individual time management, and will be expected to use initiative in prioritising work, balancing a range of tasks simultaneously and prioritising these efficiently. There will be an expectation to escalate matters when necessary to managerial staff.

## Professional and Organisational Knowledge

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, in order to assist in their adaptation to achieve objectives, and advise, assist and influence others.

## Resource Management

The incumbent is expected to manage within budgetary constraints and to investigate and recommend cost-effective strategies where possible. The incumbent is also required to manage time efficiently and make effective use of work resources without compromising quality.

The position does not have any financial delegation.

## Breadth of the position

The position enables the operational activities of the Melbourne School of Health Sciences and will interact with the broader Faculty of Medicine Dentistry and Health Sciences, as well as the University, external bodies and students as required.

The incumbent will need to interact effectively and appropriately with a variety of staff at all levels, both internal and external to the University.

# Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

# Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

# Other Information

## Organisation Unit

http://healthsciences.unimelb.edu.au/

Since its inception in July 2009, the Melbourne School of Health Sciences (MSHS) has created an inter-professional learning community at the forefront of leadership in health sciences education, clinical research, scholarship, professional practice, workforce training and knowledge exchange. The School is unique in its composition, including Departments of Nursing, Physiotherapy, Social Work, Audiology and Speech Pathology and Optometry and Vision Sciences.

Based in the Parkville precinct in the heart of Melbourne, the School’s highly skilled staff and students contribute to local, national and global efforts to improve health and wellbeing across these diverse disciplines by working closely with valued partners in Australia and worldwide.

The School educates graduate entry and post-graduate students through accredited programs tailored to workforce needs nationally and internationally, enabling them to be competent and effective health professionals who are work ready and eligible for registration. The School also trains experienced professionals to be leaders in their field and research higher degree students to be competent in clinical and basic research and evidence based practice to prepare them for research, clinical, professional or academic careers.

## Faculty of Medicine, Dentistry and Health Sciences

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

## The University of Melbourne

Established in 1853, the University of Melbourne is a leading international university with a tradition of excel­lence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

## ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## Governance

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>