

Position Description

Senior Administration Officer

Position No:	50010826
Business Unit:	La Trobe Business School
Division:	Office of the Provost
Classification Level:	HE06
Employment Type:	Fulltime, Fixed Term
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

Position Context/Purpose

This position provides executive and administrative support to the Dean of the La Trobe Business School (LBS) and other members of the Executive Team. In addition to having specific responsibility for a range of HR functions (including recruitment support and related activities) the position is part of a larger professional and administrative staff team who are collectively responsible for providing support to the activities of the School and its two (2) academic departments as well as its two (2) research centres.

The incumbent will work as part of a team to assist in ensuring that school objectives are met, and that university policies and procedures are followed and must observe a high standard of confidentiality.

Duties at this level will include:

- Capability and ability to investigate, interpret or evaluate information where considerable interpretation of existing regulations, policies or procedures is required.
- Performs tasks/assignments which require proficiency in the work area's existing rules, regulations, processes, and techniques and how they interact with other related functions, and adapts those procedures and techniques as required to achieve objectives without impacting on other areas.
- Applies appropriate expertise and uses judgement to make decisions where solutions are not obvious, to deliver professional services to meet customer requirements.
- Identifies additional service requirements or service shortfalls and coordinates and/or designs the delivery of innovative solutions to maximise service quality, efficiency, and continuity.
- Ensures professional and quality service standards are maintained and applied within own area of activity.
- Sets priorities and monitors workflows and systems within an area of responsibility (i.e., for own position and for a team or section if applicable).
- May be considered as the “specialist” in a specific area gained through a detailed understanding of the theory, practice and/or principles underpinning their particular field of work.
- Provide high level, professional executive and administrative support services for the Dean and extended executive staff (where reasonable), including but not limited to:
 - Proactively addressing the strategic requirements of the Dean and the executive team
 - Identify and prioritise critical matters and ensure a response/ action in a timely manner
 - Coordinate and/or direct appropriate responses to internal and external enquiries
 - Enable the Dean to execute and monitor the delivery of the Strategic objectives by monitoring assigned executive actions
 - Diary management of the Dean’s Office
 - Enabling complex travel requests from the Dean’s Office
 - Event management at school level from the Dean’s Office
 - Project management for confidential pieces of work and coordinate the input of subject matter experts as required
 - Prepare presentations and provide support for internal and external engagements
 - Secretariat support to relevant committees and meetings from the Dean’s Office
 - Monitor budgets and perform reconciliation for the Dean’s Office and associated school level events to ensure accuracy and compliance with financial guidelines

- Prepare accurate and timely reports and data as required by the School and University.
- Actively participate and contribute to create an environment of continuous improvement to business processes and practices and identify ways of exceeding customer service expectations.

Where reasonable, undertake other duties as required by the Administration Co-ordinator and Senior Manager relevant to the operation of the school administration team.

Essential Criteria

Skills and knowledge required for the position:

- Previous experience in the Tertiary sector.
- A relevant degree with extensive administrative experience or an equivalent combination of education, training and/or experience.
- Demonstrated ability to manage different projects with limited supervision
- Demonstrated highly developed organisational and time management skills with an ability to prioritise and co-ordinate tasks to meet competing deadlines.
- Demonstrated high level of written and oral communications skills, with a high level of accuracy and attention to detail, and ability to observe a high degree of confidentiality.
- High level of proficiency in computer software systems including Calendar, Outlook, Word and Excel as well as the use of the internet search tools.
- Demonstrated experience in creating agendas, minute taking and follow through of action items for executive level meetings.
- An excellent understanding of, and demonstrated experience in, customer service including high level interpersonal skills and the ability to respond to people positively, confidently and with respect.
- Proven ability to work independently and flexibly as a member of a team in a busy environment, with a strong level of self-motivation and initiative and with demonstrated ability to work as a co-operative, supportive and positive member of a team supporting continuous improvement.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.

Desirable:

- Previous experience in an executive assistant role, supporting senior management individuals or teams.

Capabilities required to be successful in the position:

- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation, and care.
- Ability to implement improvements to local processes.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.
- Ability to contribute to a culture of continuous improvement, implementing ideas generated by team members.

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.

Other 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.

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.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students, and academics.
- Help transform the lives of students, partners, and communities now and in the future.

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners, and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion, and social justice; we are committed to providing a workplace where all staff feel valued, respected, and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion, and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:

