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| **Position Description** |

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| **Senior Administration Officer - ASSC PVC and GM (Office of PVC)** | |
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| **Position No:** | 50111333 |
| **College:** | College of Arts, Social Sciences and Commerce |
| **Campus/Location:** | Melbourne Campus, Bundoora |
| **Classification:** | Higher Education Officer Level 6 (HEO6) |
| **Employment Type:** | Ongoing, Full-time |
| **Position Supervisor:**  **Number:** | College Executive Officer  50021052 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

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

**For enquiries only contact:**

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| **Position Description** |

**Senior Administration Officer - ASSC PVC and GM (Office of PVC)**

**Position Context**

The College of Arts, Social Sciences and Commerce comprises 4 Schools and 12 Departments across La Trobe’s multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

Reporting to the College Executive Officer, this position will be required to provide high level executive support to the College senior leadership team, including PVC, General Manager and three Associate Pro Vice-Chancellors. This position will also effectively managing the delivery of a wide range of administrative support activities and work collaboratively with other College administrative staff.

This is a highly visible position with responsibility for a range of confidential matters requiring the ability to exercise considerable judgement, initiative, discretion and independence.

**Duties include:**

1. Effective professional management of the office of the PVC, including

Welcoming of incoming visitors, mail/calls and actioning appropriately

Effectively managing diaries through a solid understanding of the business, relative priorities and appropriate delegation

Proactive identification and follow-up of meeting actions

Travel arrangements

1. Act as an initial point of contact for the office of the College PVC and APVCs for all internal and external enquiries, ensuring commitment to quality customer service, effective communication and liaison with all levels of management and staff from across the University, students, government representatives and international dignitaries and with representatives of other organisational institutions, as required
2. Prepare documentation in draft and final format for/from meetings, or correspondence with key contacts both internal and external to the University; gather, assemble and review information and data from a variety of sources including summaries and briefing notes from files, papers and reports.
3. Develop office procedures and systems to enhance operational efficiency. This includes maintaining an excellent record management system in the Office of the PVC
4. Organise events on behalf of the College PVC including venue bookings, travel, accommodation, catering and attendance lists
5. Work collaboratively as a team member of the College’s administrative staff and undertake other administrative functions and tasks as required by the College’s leadership team

**Key Selection Criteria**

* Strong organisational, time and workload management skills, including the ability to effectively and efficiently coordinate and prioritise tasks to meet competing deadlines
* Proven ability to take initiative and accept responsibility for outcomes
* Demonstrated excellent written and verbal communication skills with a high degree of accuracy and attention to detail
* Highly effective interpersonal skills, including the demonstrated ability to interact constructively and collaboratively with people at different levels of seniority, internal and external to the University. Ability to retain professional and welcoming demeanour under pressure and in an environment prone to interruption.
* Demonstrated ability to deal with highly sensitive and confidential issues with discretion and professionalism
* Demonstrated ability to work independently with minimum supervision, show initiative and work productively as part of a team and take responsibility for outcomes
* Demonstrated proficiency in standard office applications (e.g. Microsoft Office package and Outlook) and sufficient computer literacy to master other relevant computer packages as required
* Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent

**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.

**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.

For Human Resource Use Only

Initials: Date: