

<b>Position Title</b>	Administrative Officer (Secretariat)
<b>Classification</b>	Level 6
<b>School/Division</b>	Governance
<b>Centre/Section</b>	Office of the University Secretary
<b>Supervisor Title</b>	University Secretary
<b>Supervisor Position Number</b>	311392
<b>Position Number</b>	315507

### **Your work area**

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The University Secretariat is responsible for the oversight, coordination, and operation of formal corporate and academic governance structures of the University facilitating the University's corporate and academic decision-making processes through the provision of confidential, reliable and comprehensive secretariat, advisory and consultative service to the University's governing body, the Senate and its standing committees, the Chancellor, University Executive, Chair of the Academic Board, and university employees on University legislation, governance, policies, and procedures.

### **Reporting structure**

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Reports to: University Secretary

Dotted line reports to: Academic Secretary; Manager – University Secretariat

### **Your role**

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As the appointee you will, under general direction, provide consistently high-level administrative support to the senior staff within the University Secretariat and its key stakeholders. You will be actively involved in the development, updating and implementation of operational policies, procedures, processes and continuous improvement of administrative and office systems and service provision.

### **Your key responsibilities**

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Provide confidential, high-level, administrative support to senior University Secretariat staff and key internal and external stakeholders in all activities including, but not limited to corporate and academic committee, personnel, financial, travel, document and records management, administrative and general business support functions

Develop (or update) operational policies, procedures and process documentation in relation to all administrative and office functions, systems and processes undertaken by the University Secretariat

Implement continuous improvements and increased efficiencies in the University Secretariat's operations

Contribute to the management of University Secretary and Academic Secretary email accounts

Assist the running of Senate and Academic Board elections

Assist with implementation, management and updating of a range of registers

Coordinate updates to the UWA Governance website, Diligent Boards, policy and other systems employed by the University Secretariat

Provide executive officer support to University committees, as required.

Assist with the preparation of briefing papers, special projects and research

Set and manage competing priorities, aligned to those of the University Secretariat

Analyse, problem-solve and respond to complex and diverse enquiries

Maintain an understanding of University policy, procedures and systems

Other duties as directed

## **Your specific work capabilities (selection criteria)**

Relevant tertiary qualifications or demonstrated equivalent competency.

Substantial relevant senior administrative experience at an appropriate level, including provision of executive officer or committee services support.

Experience working in a university environment or similar large or complex organisation.

Demonstrated computing skills with specific proficiency in Microsoft Office applications including word processing, databases, spreadsheets, email, and the internet.

Excellent organisational skills with the demonstrated ability to set and manage competing priorities, and to meet competing deadlines.

Exceptional attention to detail and demonstrated ability to perform consistently and well in a busy and high-pressure environment.

Highly developed written and verbal communication skills.

Ability to work independently, show initiative, exercise judgement and problem solve and work productively as part of a team.

An understanding of and commitment to ensuring confidentiality in all activities of the University Secretariat.

A demonstrated commitment high-quality, pro-active, and responsive customer service.

Highly developed research skills.

Ability to identify areas of self-improvement and to undertake and apply new knowledge and training.

Proficiency in electronic election software e.g., Simply Voting (desirable).

Proficiency in board management software e.g., Diligent Boards, Board Effect or similar (desirable).

## **Special requirements (selection criteria)**

There are special requirements.

## **Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health, and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)