



POSITION DESCRIPTION

School of Mathematics and Statistics
Faculty of Science

Administration Officer

POSITION NO	0047482
CLASSIFICATION	UoM 4
SALARY	\$69,365- \$73,618 p.a. (pro-rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed term until 31 December 2022
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 , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Belinda Hofmeyr Tel +61 3 8344 7626 Email belinda.hofmeyr@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

This Administration Officer position is responsible for providing high quality professional support to students, staff and the general public of the School of Mathematics and Statistics. They are responsible for a wide range of administrative tasks including reception duties, general office support, processing and managing requests, maintaining databases, supporting EH&S compliance and supporting event and visitor processes.

The Administration Officer supports the School of Mathematics and Statistics and provides high quality services as the first point of contact, providing a courteous, knowledgeable and reliable liaison between members of the public and staff.

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School covers areas of pure and applied mathematics, and statistics. The School has a growing number of academic staff including postdoctoral research fellows.

Key Responsibilities

The incumbent will:

- ▶ Be the first point of contact, ensuring that all enquiries from staff, students and visitors are dealt with in a professional and timely manner, including answering basic queries, providing accurate information, managing query records and referring more complex matters as appropriate.
- ▶ Reception duties including the administration of School enquiries (supporting the shared inbox, administration of incoming mail, responding to phone enquiries)
- ▶ Supporting School related administration including processing financial administration, procurement of stationery and kitchen supplies, website updates and maintaining effective records
- ▶ Assist in the management of physical resources including building maintenance, access control, equipment maintenance, purchasing and allocating keys and assets
- ▶ Manage the visitor process, supporting invitations, travel, space allocations and reconciliations.
- ▶ Be responsible for day to day EH&S activities in consultation with the Chair of EH&S, supporting staff with accessing EH&S information, preparing for EH&S audit activities, maintaining reports and tracking compliance.
- ▶ Assist with the organisation of events such as awards ceremonies and departmental activities including booking rooms and catering, producing posters and promotional material and managing registrations
- ▶ Act as a backup for the Executive Assistant to the Head as required, including providing support to recruitment processes and website maintenance.

- ▶ Any other duties allocated by the supervisor from time to time with regard to current workload and which are consistent with the incumbent's experience and skills
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Completion of a relevant diploma qualification combined with relevant experience, or an equivalent combination of relevant experience and/or education/training
- ▶ Excellent interpersonal and communication skills and ability to deal with a range of people both within and outside the University
- ▶ Excellent written and oral communication skills to provide accurate and informed advice
- ▶ Experience in providing administrative/secretarial support
- ▶ Demonstrated outstanding computer skills, including the Microsoft suite
- ▶ Exceptional organisational skills and the demonstrated ability to evaluate and prioritise tasks and manage time effectively
- ▶ Demonstrated self-motivation and flexibility in responding to changing work priorities, with the capacity to work independently and as a member of a team
- ▶ Demonstrated ability to work with people from diverse cultural backgrounds

1.2 DESIRABLE

- ▶ Previous experience in a higher education environment.
- ▶ Knowledge of OHS processes and requirements

2. Special Requirements

- ▶ The incumbent will be required to undertake Warden Training
- ▶ The incumbent will be required to undertake First Aid Training
- ▶ The incumbent will be working on campus, unless campus access is restricted
- ▶ The incumbent will need to work with others in the team to ensure standard hours cover reception availability to staff, students and visitors from 9am to 5pm

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Administration Officer receives general direction from the School Operations Manager and works collaboratively with other members of the School's administration team. The incumbent completes required tasks, prioritising as necessary, and communicates effectively with stakeholders.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Administration Officer works within the framework of University and School policy. The incumbent will apply their analytical skills to solve a wide range of general tasks or inquiries raised by staff and students but will exercise judgement in seeking assistance with more complex or unusual demands. A degree of judgement is also required to determine work methods and task sequence within specified timelines and standard practices and procedures.

The incumbent also requires a considerable degree of tact, diplomacy and maturity to communicate with a wide range of clients including prospective students, enrolled students, school administrative and academic staff, University Services staff and members of the general public.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have a detailed understanding of the policies and procedures relating to the University and general School activities, including the organisational structures and processes that underpin these policies and procedures.

The incumbent should possess excellent computer skills with a demonstrated ability in word processing, web content management, Excel, PowerPoint and the use of databases, as well as well-developed understanding of the University systems.

3.4 RESOURCE MANAGEMENT

The Administration Officer is responsible for the effective administration of their time and resources and contributes to the management of the Schools administrative operations. The Administration Officer is responsible for the ordering and management of office supplies and may handle monies through assisting with petty cash tasks.

3.5 BREADTH OF THE POSITION

The position liaises with a broad spectrum of academic staff, general staff, students, prospective students, and members of the general public which requires excellent interpersonal and communication skills. The position also acts as a first point of liaison for the site/building inquiries within the School.

4. *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.

5. 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/people/community/responsibilities-of-personnel>

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

6. Other Information

6.1 SCHOOL OF MATHEMATICS AND STATISTICS

<http://www.ms.unimelb.edu.au>

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of subjects to undergraduate and postgraduate students and is involved in aspects of community life that impact on the interests of the School and the discipline.

The School of Mathematics and Statistics has a total of 70 continuing teaching and/or research staff; 34 research only staff and consultants; 16 academic specialists and 16 support staff. The School has over 240 casual and honorary staff. In 2020, there were 90 Research Higher Degree and 278 Coursework Master of Science students. Five members of the School staff and one Emeritus Professor are members of the Academy of Science.

Infrastructure support for research and basic information technology facilities are provided to all members of the department. Special facilities such as high-end workstations and salaries for research fellows are supported through individual competitive external research grants. Members of the School have had considerable success at attracting support from the Australian Research Council. The school currently hosts two ARC Centres of Excellence, and has hosted four ARC Laureate Fellows, ten ARC Future Fellows and fourteen DECRA Fellows.

It is one of the objectives of the University to develop and maintain a strong international profile. In this context, members of the School have strong collaborative links with colleagues in the United States of America, most countries in Europe and the Asia-Pacific region.

6.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising six schools: BioSciences, Chemistry, Ecosystem and Forest Sciences, Mathematics and Statistics, Physics and the School of Geography, Earth and Atmospheric Sciences.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, the Indigenous Knowledge Institute, the Melbourne Energy Institute, the Office for Environmental Programs and home to numerous Centres.

Science manages more than \$301 million of income per annum, with a staff base in the order of 250 FTE professional staff, and more than 662 FTE academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 10,800 undergraduate and 2,500 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is highly research focused, performing strongly in the Australian Research Council competitive grants schemes. The Faculty of Science is currently growing its competitiveness and standing in the National Health and Medical Research Council and health space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$100 million. The annual income from the endowment supports more than 140 prizes, scholarships and research awards, and numerous academic positions.

6.3 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>.

6.4 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.

6.5 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>