



## Position Description

<b>College/Division:</b>	<b>International Strategy Portfolio</b>
<b>Faculty/School/Centre:</b>	<b>Office of the Deputy Vice-Chancellor, International Strategy</b>
<b>Position Title:</b>	<b>Portfolio Administrator</b>
<b>Classification:</b>	<b>ANU Officer Grade 6/7 (Administration)</b>
<b>Responsible to:</b>	<b>Executive Officer, International Strategy</b>
<b>Number of positions that report to this role:</b>	<b>None</b>
<b>Delegation(s) assigned:</b>	<b>None</b>

### PURPOSE STATEMENT

The International Strategy Portfolio brings together teams and Divisions from across the University that operate and focus on international engagement and relationships, student recruitment, branding and marketing. The Portfolio supports the strategic priorities of the University on the global stage and leads the implementation of the University's International Strategy.

The Portfolio Administrator provides general administrative support, contributing to the efficient coordination of the day-to-day operations of the Office of the Deputy Vice-Chancellor, International Strategy through liaising with staff and students and providing high-level advice and assistance on a wide range of general administration, financial and human resources matters.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

The Portfolio Administrator provides high-level advice and administrative support to ensure the efficient and effective management of day-to-day operations, acting as a first point of contact for a variety of stakeholders including staff, students and visitors and working in partnership with team members and with colleagues across the University.

#### Role Statement:

Under broad direction, the Portfolio Administrator will:

1. Act as the first point of contact for the Office of the Deputy Vice-Chancellor, International Strategy including responding to enquiries, providing high level advice on a wide range of policies and procedures and drafting communications and general correspondence with staff and students, as needed.
2. Coordinate the financial administration of the Office of the Deputy Vice-Chancellor, International Strategy including the accurate processing of financial transactions, organising reimbursements, preparing travel forms and per-diems and running various periodic and ad-hoc reports, investigating and solving issues and ensuring compliance with University policies and procedures and local area protocols.
3. Coordinate the human resources administration, including the preparation of various paperwork for approvals, basic HR system processing, running reports and investigating issues, supporting staff recruitment and appointments as needed, ensuring compliance with University policies and procedures and local area protocols.
4. Provide high-level secretarial support to senior members of staff, including producing agendas, collating, reviewing and circulating relevant documents, minute-taking and the distribution of minutes and follow-up on action items to ensure resolution within the agreed timeframes. Provide general

administrative support on a range of other matters including, but not limited to: committee support, coordinating stationery orders, arranging access cards and IT access and appropriate maintenance of office space and equipment in line with University and local area protocols.

5. Coordinate projects aimed at improving administrative processes, mapping new processes and liaising with stakeholders to ensure appropriate consultation is conducted and the envisaged outcomes are achieved timely and on budget.
6. Maintain the Portfolio's website, liaising with stakeholders to collect information and update relevant sections, taking a proactive role in ensuring the website information and structure contribute to the achievement of the Portfolio's strategic goals.
7. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
8. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

### **SELECTION CRITERIA**

1. Degree in a relevant field with demonstrated relevant experience in an administrative role in a complex environment or an equivalent combination of relevant experience and education/ training.
2. Demonstrated high level customer service and communication skills with experience producing business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. Demonstrated analytical and problem-solving skills, with a proven ability to collect and analyse data and to make recommendations on alternative solutions to senior management.
4. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting deadlines and delivering high quality outcomes.
5. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management platforms and website maintenance.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

*ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.*

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure, which sets out the types of checks required by each type of position.*

References: [Professional Staff Classification Descriptors](#)