

Position Description

Administration Officer

Position No:	NEW
College:	College of Science, Health and Engineering
School:	Nursing and Midwifery
Research Centre:	Judith Lumley Centre
Campus/Location:	Melbourne (Bundoora) Campus
Classification:	Higher Education Officer Level 4 (HEO4)
Employment Type:	Fixed Term 3 years 0.8 EFT
Position Supervisor:	Judith Lumley Centre Director
Number:	50004716
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:

JLC contact –Angela Taft a.taft@latrobe.edu.au (0413 486213)
or Lisa Amir l.amir@latrobe.edu.au (Acting co-Directors)

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Position Context

The **Judith Lumley Centre** is a multidisciplinary research centre in the School of Nursing and Midwifery. Established in 1991, the Centre has built a strong and successful program of research addressing issues of major public health importance for mothers, parents and their infants. Our work explores emerging trends and critical global issues in the areas of sexual and reproductive health, the transition to contemporary parenthood, maternity care and family services in the early years, breastfeeding and preventing and reducing violence against women and children. The Centre has an outstanding reputation for its research innovation, provision of a quality postgraduate experience, contribution to society and strong relationships with industry partners.

Reporting to the JLC Director, this position will provide general administrative services to support the operations of the Judith Lumley Centre. The incumbent will work closely with the Director and senior staff in the Centre to ensure the provision of high quality administrative and stakeholder support services to assist in the effective and efficient administration of the Centre.

The incumbent will be based within the Judith Lumley Centre to support operations within the Centre, its staff and postgraduate students, visiting fellows and the role of the Director.

Duties may include:

- Providing a client focused service in a timely, effective, and professional manner.
- Providing administrative and organisational support to senior staff meetings and other regular Centre meetings, including minute taking where appropriate
- Actively developing up-to-date knowledge of University and Government policies, procedures, regulations, and systems to be able to provide timely and accurate support and advice to staff, students, visitors and external stakeholders
- Supporting the Centre's public profile, including website, social media, newsletters, and Annual Reports
- Maintaining well-organised up-to-date records, files, data systems and websites
- Supporting other key business activities of Centre by working closely with the University's central services and School staff, which may include but are not limited to:
 - Timely and accurate collection of a range of data
 - Supporting the organisation of events, conferences and workshops
 - Supporting staff recruitment
 - Desktop publishing and document formatting
 - Developing collaborative working relationships with the key stakeholders and maintaining currency of policy and process for tasks this position undertakes
- Actively contributing to an environment of continuous improvement for Centre research processes and practices

Key Selection Criteria

- Completion of a Diploma level qualification at least with relevant university work-related experience; or completion of a Certificate IV with relevant work experience.
- Demonstrated experience in providing high quality administrative assistance to senior positions as well as the proven ability to draft correspondence and provide proficient support to Committees.
- An excellent understanding and demonstrated experience in client services including high level interpersonal skills and the ability to respond to people positively, confidently and with respect.
- Quality, appropriateness and timeliness of advice in response to enquiries from internal and external stakeholders.
- Ability to interpret and recommend application of relevant policies, procedures and legislation in the day-to-day performance of the functions of the position.
- Demonstrated ability to work independently and as a member of a team in a busy environment. This includes confidentiality, versatility, and flexibility, enthusiasm with strong level of self-motivation and initiative with demonstrated ability to work as a co-operative, supportive and positive member of a team supporting continuous improvement.
- Computer literacy in systems, including Word, Excel, Outlook, SisOne, Business Objects or similar client information systems is necessary. Knowledge and skills with website and social media management would be an advantage, but a willingness to learn would also be an asset.

La Trobe Values

At La Trobe we:

- take a world view
- pursue ideas and excellence with energy
- treat people with respect and work together
- are open, friendly and honest
- hold ourselves accountable for making great things happen.

For Human Resource Use Only

Initials: Date: