

**POSITION DESCRIPTION**

Page 1 of 2

<b>TITLE:</b>	Office Administrator		
<b>FACULTY/OFFICE:</b>	Equity and Diversity Unit	<b>DEPT:</b>	PVC Social Inclusion within Office of DVC & Provost
<b>REPORTS TO TITLE:</b>	Director, Equity and Diversity		
<b>AUTHOR TITLE:</b>			
<b>POSITION NUMBER:</b>		<b>HEW LEVEL:</b>	
<b>APPROVED BY:</b>	PVC Social Inclusion	<b>DATE:</b>	January 2010

**A POSITION PURPOSE**

The Office Administrator progresses the work of the Equity and Diversity Unit (Social Inclusion) and provides professional administrative and project support to the Director, Equity and Diversity.

**B PRIMARY ACCOUNTABILITIES**

- Develop and manage administrative systems and processes for the Equity and Diversity Unit (electronic and paper based)
- Maintain the day to day functionality of the Unit, coordinating meetings and preparing relevant paperwork (including briefing sheets, agendas and Minute taking), managing financial and purchasing functions, travel arrangements etc
- Maintain a sensitive, effective and efficient service to respond to enquiries arising from phone, email, internet and in person
- Liaise with staff and students from diverse backgrounds and at all levels of the organisation in relation to the work of the Unit
- Manage projects including events / seminars requiring coordination of external and internal service providers, staff and student participants, and preparation of materials;
- Build positive relationships through effective communication with stakeholders (internal and external)
- Support Social Inclusion initiatives and assist in progressing the Social Inclusion agenda for the university as required

**C REPORTING RELATIONSHIPS**

The incumbent does not directly supervise staff. The role reports to the Director, Equity and Diversity.

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Page 2 of 2

### **D ORGANISATIONAL RELATIONSHIPS**

The Office Administrator liaises widely with University staff and students.

### **E AUTONOMY AND INDEPENDENCE**

The incumbent operates independently on a day to day basis guided by the priorities, aims and objectives of the Director, Equity and Diversity Unit. The successful candidate is expected to demonstrate initiative in performing the role and to exercise discretion in determining priorities. They will develop internal procedures for efficient operation of the Equity and Diversity Unit consistent with and guided by University policy, precedents and standards.

### **F PROBLEM SOLVING AND JUDGEMENT**

The role is broad in scope and activity, and must balance priorities and competing demands in a complex environment. Ability to work under pressure, problem solve and exercise judgement over a broad range of tasks is expected.

### **G RECOURSE TO HIGHER LEVEL**

Recourse to the Pro Vice Chancellor (Social Inclusion) within the Office of the Deputy Vice Chancellor (Provost) when required.

### **H DELEGATIONS**

Nil

### **I QUALIFICATIONS AND SKILLS**

- Sensitivity, maturity and discretion when working with people from a diverse range of backgrounds, at all levels of the university and with external stakeholders
- Capacity to communicate as a team member directly and effectively with regard to work demands, priorities, issues, quality improvement and existing challenges.
- Experience in office administration, including advanced time management and organisational skills
- Experience in Microsoft Office including Word, Excel and PowerPoint (website writing / maintenance an advantage)
- Event management (10 - 100 people) including advanced communication skills, logistics management and the ability to build positive relationships in liaising with a wide range of people from both external agencies and internal to the university.
- Knowledge and experience (or the capacity to rapidly gain such) with Macquarie's finance and purchasing systems
- Understanding of and commitment to the principles of equity and diversity and OHS, and the ability to apply these in the workplace