

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

Unit:	PVC (Academic)
Position Title:	Administrative Assistant – Australian Learning and Teaching Council (ALTC) Promoting Excellence Project
Classification Level:	Higher Education Officer Level 4
Date Classified:	27 June 2008
Reports To:	ALTC Contact Officer

Dimensions of Position:

This position, reporting to the ALTC Contact Officer, will provide administrative support to the Australian Learning and Teaching Council (ALTC) Promoting Excellence Project. The project is to “Promote Excellence” in learning and teaching across UNE through the dissemination and support of staff in engagement with ALTC grants and awards.

The project team involves the ALTC Contact Officer and two faculty academics. The work will involve liaison with staff across the University and with outside stakeholders.

Position Objective:

This administrative support position provides advanced word processing and administrative assistance to the ALTC Contact Officer in relation to the Australian Learning and Teaching Council (ALTC).

Duties:

Under procedural direction:

1. Responsible for providing administrative support to the project, including:
 - Secretarial support exercising judgement on priorities and maintaining strict confidentiality,
 - Coordination and liaison with members of staff, Faculties and Central Administration,
 - Maintenance of files, records, office supplies and equipment.

2. Advanced word processing and desktop publishing, either on own initiative or from draft material, including, but not limited to: correspondence, reports, meetings, agenda/minutes, information material, research grant applications, and submissions related to the project
3. Respond to routine and moderately complex enquiries (in-person, by correspondence or telephone) from students, staff and the general public. This will involve advice on University policies, referrals to appropriate academic or administrative areas, etc.
4. Take responsibility for relevant correspondence:
 - read, redirect, collate and prioritise all correspondence,
 - identify and append necessary background information before referral to appropriate area
 - maintain follow-up system to ensure timely response and deadline are met,
 - use judgement and initiative in the absence of supervisor to deal with or redirect mail in line with established policies and procedures.
5. Maintain the financial records associated with the project. This will involve coordinating the appropriate financial paperwork, updating reports and ensuring integrity of data inputted to the University's central electronic records systems (such as TRIM and Finance systems). Respond to enquiries and provide reports as required.
6. Provide administrative assistance in the coordination of professional development activities for participants in the project .
7. Coordinate and organise travel (local, national and international) and meetings for staff and visitors. This may include catering, accommodation, preparation and distribution of agenda, taking, recording and distributing minutes and performing follow up action.
8. Supervision of staff as required.
9. Be aware of and apply the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, records management and quality assurance as they apply to the position.

Qualification and Selection Criteria

1. Completion of a relevant diploma level qualification; or completion of a relevant Certificate IV with relevant work experience; or completion of a relevant Certificate III with extensive relevant work experience; or an equivalent alternative combination of relevant knowledge, training and/or experience.

2. Demonstrated advanced word processing skills and knowledge of desktop publishing, spreadsheet and database software.
3. Extensive administrative experience, well developed office organisational skills, including experience in maintaining financial records.
4. Demonstrated high level of interpersonal and communication skills.
5. Demonstrated initiative and ability to work under limited supervision.
6. Proven ability to work as part of a team.
7. Demonstrated ability to maintain strict confidentiality.
8. Awareness of OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.