

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, 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

SCHOOL: Science and Technology, within the Faculty of Arts and Sciences
POSITION TITLE: Resources Officer
REPORTS TO: Head of School
CLASSIFICATION LEVEL: HEO 5
DATE CLASSIFIED: 5 August, 2009

DIMENSIONS OF POSITION:

The Faculty of Arts and Sciences consists of the Schools of Arts; Behavioural, Cognitive & Social Sciences; Environmental & Rural Science; Humanities and Science & Technology employing approximately 200 academic, 27 administrative and 40 technical Staff.

The School of Science and Technology consists of the disciplines of Human Biology & Physiology, Molecular & Cellular Biology; Chemistry; Physics & Electronics Engineering; Mathematics; Statistics and Computer Science.

This is a support position across all disciplines within the School to cover the range and schedule of duties. Both day-to-day and project type tasks will need to be performed concurrently with efficient time management.

POSITION OBJECTIVES:

This is a senior administrative position in the School providing direct assistance to the School Resources Manager and during peak workload times to the Academic Coordinator. The incumbent will take a strategic, proactive approach, as appropriate to the position, act independently and exercise initiative, judgement and diplomacy, in the management of relevant matters as directed.

DUTIES:

The following duties and responsibilities will be carried out under general direction from the Resources Manager within the context and framework of overall UNE, Faculty and School policies and guidelines.

1. **Provide high level administrative support to the School Resource Manager** for financial and human resource operational, research and teaching activities; planning; accommodation and facilities management.
2. **Contribute to management of the School's resources**, including preparation and interpretation of reports, analysis and provision of advice to HOS through the School Resource Manager, on financial, budgetary, research, student (including undergraduate and higher degree) and staff matters. This will involve:

(a) monitoring and data reporting, analysis and costing of :

Research grants

Special Purpose accounts

External income

in liaison with Research Services and Financial Services as required

(b) for Higher Degree Research and Honours student administration :

- (i) allocation, coordination and management of the School's HDR student allowances.
- (ii) preparation of reports related to HDR and Honours: new and current enrolments; terminations and suspensions; submissions and completions; student reports and confirmation of candidature; supervisors and related workload.

(c) Assist with Budgets :

- (i) Allocations & Expenditures;
- (ii) Recoveries by invoicing and journal transfers;
- (iii) Monitoring transactions and compliance;
- (iv) Providing budget projections and prepare reports utilising financial database systems.

(d) Research and analyse new proposals including:

- (i) Interpretation and application of related legislative requirements
- (ii) Risk Analysis

3. **Ensure that School and UNE deadlines are met** with the appropriate daily, weekly or monthly processing of Resource Office documents including the obtaining of appropriate authorisations and delivery to destination points.
4. **Application of the University's Procurement procedures** on behalf of members of the School within policy using the appropriate procurement method. Provide advice and training to staff and students regarding procurement procedures.
5. Organise and coordinate School public and promotional activities as required.
6. **Provide current advice regarding University, Faculty and School policies** to staff and students and effectively implement changes as they arise.
7. **In conjunction with the School Resources Manager, coordinate casual and temporary academic and general staffing needs of the School.** Monitor casual appointments ensuring they are justified and within budget allocations. Follow up and rectify any discrepancies.
8. **Provide project support to the Head of School** as required. This may involve research, analysis, costing and reporting with summary recommendations and/or proposals.
9. **Collate daily attendance sheet balances for all general staff**, maintain a monthly summary report for Head of School highlighting any action required.
10. **Assist with the management of the physical resources of the School**, liaising with University Directorates as required.
11. **Provide administrative support to the School's Academic Coordinator** during peak workload periods or during staff absences and as required and agreed by the Resources Manager.
12. Be aware of the University's policies and procedures relating to equal opportunity, records management (TRIM), risk management, occupational health and safety and quality assurance as they apply to this position.
13. Any other duties which may be requested by the Head of School, appropriate to this position and classification level, as required.

QUALIFICATIONS AND SELECTION CRITERIA:

1. A degree with relevant experience; or extensive experience and specialist expertise within an academic or higher education environment; or an equivalent combination of relevant experience and/or education/training/?
2. Demonstrated understanding of higher education administration.
3. Demonstrated experience in the application and interpretation of complex policy and procedures and of providing recommendations or advice accordingly.
4. Demonstrated ability to work within an administrative team but also able to work independently applying sound judgement, reliability and consistency.
5. Ability to redefine procedures to meet changing needs of the workplace.
6. Demonstrated excellent organisational skills with the ability to maintain accuracy and attention to detail.
7. Demonstrated experience in the research, analysis, interpretation of proposals, legislative requirements and compliance.
8. Excellent written, oral and interpersonal skills, including the ability to relate well to a wide cross-section of people.
9. High level of skills and experience in the use of word processing, spreadsheet and database software.
10. Awareness of risk management, quality assurance, records management, OH&S and EEO principles as they relate to this position.