Position title: Administrative Officer  Level: 6
Unit: Office of the Associate Dean (EDU)  Faculty: Built Environment
Written by: Associate Dean Education  Date: November, 2013

A. JOB PURPOSE

To undertake special projects and administrative tasks associated with the management of the Office of the Associate Dean (Education) and provide assistance with the BE Student Centre, and UNSW Learning & Teaching Unit to ensure efficient and effective day to day operations within the Office of the Associate Dean (Education).

B. MAIN DUTIES

• Provide general administrative/project support to the Associate Dean (Education), L&T Manager, General Manager, and Presiding Member, as required;
• Review and improve systems and procedures to enable the Office of the Associate Dean (Education) to function efficiently taking into account the policies, procedures and priorities of other areas of the University;
• Provide administrative support at faculty meetings and workshops, including the management of BE meeting room booking system, arrangement of food, accommodation, venues, equipment and support materials;
• Coordinate the preparation of agendas and agenda papers, meeting notes, action points, record minutes and all other necessary documentation for faculty meetings and other relevant communications;
• Prepare induction packs and orientation events for students (UG and PG) and for new members of staff and update appropriate databases, web page and membership lists;
• Prepare reports - often requiring collation of information from a wide range of sources;
• Ensure all correspondence is filtered, answered, passed on or re-directed as necessary; and
• Provide key support to the Associate Dean (Education)’s Executive Assistant on administrative matters relating to the operations of the Associate Dean (Education)’s needs, as required;
• Undertake the role of Acting Executive Assistant, when requested;
• Undertake research and business analysis, prepare reports and develop proposals for the faculty in conjunction with the Executive Assistant;
• Work with the Administrative Assistant as necessary to carry out tasks in support of the Office of the Associate Dean (Education), the L&T Manager, the General Manager and the Presiding Member;
• Provide administrative support for staff awards such as Teaching Awards, and Student Awards and Scholarships;
• Apply, interpret and advise on policies, systems, manuals, rules, procedures and guidelines;
• Liaise with students to organize student forums and follow-up on actions;
• Develop and maintain filing systems, spreadsheets, databases, websites, contacts lists and other administrative systems as required;
• Provide support with updating and maintaining the Office of the Associate Dean (Education)’s public web pages and intranet sections;
• Undertake any other duties as directed by the L&T Manager Officer, General Manager, and Presiding Member, including budget maintenance and management of financial accounts; and
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the university.

C. ENVIRONMENT

FBE is one of the largest built environment faculties in Australia and is internationally renowned for its comprehensive range of multidisciplinary degree programs. FBE focus is on research and education relevant to the design, delivery and management of the 21st century city and the elements within in it and the faculty’s strategic direction is one based on a commitment to deliver high impact research and graduates equipped with the knowledge and practical skills required to realise sustainable urban environment of enduring cultural value.

The Faculty contains two Schools, the Australian School of Architecture and Design and the Australian Graduate School of Urbanism to which all staff teaching across all discipline areas belong. The Faculty currently incorporates one formally recognised Research Centre, being the City Futures Research Centre (CFRC), and one Cooperative Research Centre being the CRC for Low Carbon Living.

Statistics

Please refer to the Faculty’s website, located at: http://www.be.unsw.edu.au/

Reporting Relationships

Supervisor’s title: Learning & Teaching Manager

Other positions reporting to the supervisor: Nil

Positions reporting to this position: Nil

D. PRINCIPAL ACCOUNTABILITIES

• Efficient and effective management of special projects and administrative matters relating to the Office of the Associate Dean (Education);
• Provision of high quality administrative support to internal and external clients of the Office of the Associate Dean (Education) and BE;
• Accurate and timely maintenance of faculty data base systems and record systems;
• Timely and efficient processing and coordination of the Office of the Associate Dean (Education) financials and;
• Pro-active management of competing priorities to ensure consistent focus on accuracy and quality of work;
• Provision of appropriate support to the administrative team;
• Act as the Executive Assistant to the Associate Dean (Education) as required, ensuring the provision of high-level executive support to the L&T Manager and the Associate Dean (Education).
E. SELECTION CRITERIA

- A relevant tertiary qualification or an equivalent level of knowledge gained through any other combination of education, training and/or experience;
- Substantial relevant administrative experience at an appropriate level; preferably with Learning and Teaching;
- Experience in performing administrative tasks in high volume, process driven environment with variable workflow patterns and fixed deadlines;
- Sound interpersonal and communication skills including the ability to liaise with a diverse group of people from varying backgrounds and seniority;
- High level proficiency in a range of computing skills including; word processing, spreadsheets, databases, internet and email, and demonstrated ability to learn and implement new systems;
- Proven effective record keeping skills (both paper and electronic), including the ability to work accurately;
- Highly developed organisational skills and proven ability to work with strict deadlines in a busy and varied office environment;
- Proven attention to accuracy and detail;
- Ability to initiate and establish new procedures as appropriate;
- Demonstrated ability to work independently, show initiative and work productively as part of a team;
- Demonstrated ability to work well under pressure with sensitive and confidential matters and to work flexible hours, as required;
- Demonstrated experience in a senior management support and/or supervisory role.
- Good teamwork skills.
- Knowledge of EEO principles; and knowledge of OHS responsibilities and commitment to attending relevant OHS training;