A. JOB PURPOSE

As part of a team, contribute to the operation of the Library by undertaking administrative duties and staffing the administrative reception area.

B. MAIN DUTIES

- Staff the administrative reception area.
- Compile and distribute documentation for the Library Senior Management Group’s meetings.
- Arrange catering, venue booking and set-up for meetings and other events in the Library as required.
- Register staff for staff development activities and make travel and accommodation bookings.
- Maintain the Library’s official records and assist Senior Management with correspondence and filing.
- Maintain the Library’s intranet.
- Assist in the reconciliation of official credit cards for Library Senior Management Group.
- Coordinate ordering of stationery and other supplies for the Library.
- Coordinate access to the Library’s space for postgraduate research students.
- Coordinate access to Commonwealth confidential research databases and maintain appropriate records.
- 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

The University of New South Wales is a leading Australian University with a strong record in research and a growing reputation based on its approach to learning and teaching. The University and its Library operate in an environment characterised by constant change in higher education, both nationally and globally and by increasing tensions between traditional and innovative modes of scholarly communication.

UNSW Library supports UNSW learning, teaching and research endeavours. Key priorities are to build relationships with academic staff and organisational units and with Library users to more accurately identify needs and to develop innovative responsive services and products to meet them.
The **Library Senior Management Group** (LSMG) consists of 5 executives, including the University Librarian, the Budget and Finance Manager, and 3 Directors. The LSMG manages the Library’s external relationships and its various internal activities.

**Statistics**
Library Senior Management Group: 5 managers at HEW 10 and above:
- University Librarian
- Director, Central Services
- Director, Information Services
- Director, Information Resources
- Manager, Budget and Finance

Library staff: approx 145

**Reporting Relationships**
This position reports to the Director, Central Services.

**D. PRINCIPAL ACCOUNTABILITIES**
- Administrative and secretarial support to the Library Senior Management Group.
- High standard reception services.
- Accurate preparation and distribution of Library Senior Management Group documentation.
- Accurate and timely arranging of travel and accommodation for library staff.
- Contributing to referral and information services that are delivered to the UNSW community and the public with consistency and high quality.
- Supporting meetings by ensuring catering, equipment and other requests are met.
- Accurate filing of records and correspondence.

**E. SELECTION CRITERIA**
- An Associate Diploma with relevant work experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Experience in office support/administration duties
- Very good oral and interpersonal communication skills.
- Ability to maintain confidentiality and exercise tact and discretion when required.
- Advanced proficiency in searching online information systems and using Microsoft Office tools.
- Strong organisational skills.
- Ability to work with accuracy and attention to detail.
- Knowledge of OHS responsibilities and commitment to attending relevant OHS training.
- Knowledge of equal opportunity principles.