POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title:	Administrative Officer	Level:	6/7
Faculty/Division:	Informatics	Department/Location:	SISAT /SCSSE

Primary purpose of the position:

The Administrative Officer is the principal administrative position in the Schools. The primary purpose of the position is to lead an administrative team and provide high level administrative support for the Heads of School and all academics, to assist them in fulfilling their academic and research functions.

Position Environment:

The Faculty of Informatics currently offers a range of degree programs across four Schools, namely: Electrical, Computer & Telecommunications Engineering; Information Systems & Technology; Computer Science & Software Engineering and Mathematics & Applied Statistics. The Faculty will be merged with the Faculty of Engineering to form the new Faculty of Engineering and Information Sciences as part of the upcoming realignment across the University.

The position supports two of the Schools namely, Information Systems & Technology; Computer Science & Software Engineering.   These Schools offer a dynamic research & teaching environment integrated in both undergraduate & postgraduate degree programs including strong off-shore programs.

Major Accountabilities/Responsibilities:

	Key Responsibilities	Outcome	Percentage of Time	Office Use Only
1.	Provide leadership and supervise day to day responsibilities of Administrative Assistants • Including KRONOS (timesheets), & Web Kiosk entries; • Delegate tasks as required; • Review current tasks; • Ensure that quick and appropriate responses are provided to all the enquiries made to the admin. staff by students and academic staff; • Ensure performance planners are completed annually (using CareerNET).	Administrative support requirement of both Schools are met at a high standard of service. All administrative staff have a clear job descriptions and career development goals.	20%	
2.	Provide assistance in the assessment, review, development & Documentation of School policies and procedures in consultation with Heads and Faculty Executive Manager • Ensure UOW policies are incorporated & adhered to at all times; • Distribute policy and procedure information to all	Provide expertise or policy advice & investigate, interpret or evaluate information.	20%	

	academic staff; • Act as knowledge source of policies and procedures; • Operationalise Faculty Annual Plan at School level. • Use PIPS (UOW system) to provide data to assist senior managers in decision-making			
3.	Ensure the integrity of the information listed against the School's subjects for lecturers, laboratories & tutorials in the UOW class timetable. • Keep accurate records of changes and ensure these are reflected in the appropriate year handbook; • Liaise with all parties to ensure updates are timely. • Maintain "Who's teaching what" register in conjunction with Heads of School.	Meet UoW requirements, standards & deadlines.	10%	
4.	Course Management • Prepare documentation for new courses and subjects for School and Faculty committees	Meet UOW requirements, standards & deadlines.	5%	
5.	Develop and update publications and marketing literature for degrees offered by the Schools in conjunction with Faculty Executive Manager, HoSS and senior staff.	Meet UOW requirements, standards & deadlines.	5%	
6.	Act as Executive Officer on School Committees. • Agenda preparation, minute taking and transcription, follow up action and attend to correspondence; • Covering School Meetings and others as delegated by Head of Schools; • Collect, collate and present data for School/Faculty/Assessor's meetings at the end of each session.	Ensure School Communities are services appropriately	5%	
7.	Ensure integrity of data in SIMS (School Information Management System) • Keep the database tables up to date; • Encourage administrative team to keep the database tables up to date; • Regularly check SIMS for its data integrity; • Liaise with software developer to ensure all modules enhance and follow the procedures used in the Schools; • Liaise with key players to create other uses/modules for SIMS.	A reliable resource is maintained	10%	
8.	Manage new undergraduate & postgraduate enrolment/orientation sessions • Ensure information sent to new students is accurate; • Create rosters for academic advisers; • Review enrolment packages produced by members of the administrative team; • Produce powerpoint slides for academic advisers to use on the day; • Liaise with Faculty enrolment team on the day's format. • Along with Faculty team, maintain annual event dates to allow ease of resource scheduling (eg. of staff)	Event runs efficiently and information distributed in accurate.	5%	

9.	Provide Secretarial support for School Committees • Agenda preparation, minute taking and transcription, follow up action and attend to correspondence; • Covering School Meetings and others as delegated by Head of Schools	Ensure School Committees are serviced appropriately	5%	
10.	Manage tutor allocation requirements for individual academics at the start of each session • Liaise with academics to ensure only 'approved' tutors are employed; • Discuss the payment required for each tutor based on the subject's needs; • Ensure SMP reflects the correct number of open labs/tuts for the number enrolled in the subject; • Ensure academic takes the correct number of labs/tuts as per workload agreement; • Manage tutor/part-time teaching budget for School and individual subject; • Set-up contracts for casual academic lecturers.	To ensure academic's workload when using tutors for a subject is run efficiently and true to UoW casual academics policy	10%	
11.	Ensure the integrity of the information listed in SMP for the assessment committee meetings • Liaise with all parties to ensure results are submitted on time and are accurate; • Keep accurate records of changes and ensure these are reflected in the correct student record.	Meet UOW requirements, standards & deadlines.	5%	
12.	Observe policies and liaise with all parties when completing documentation for accreditation body (ACS)	Reliable documentation is submitted	Ongoing	
13.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
14.	Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	To ensure a safe working environment for self & others.	Ongoing	

Reporting Relationships:

Position Reports to:	Head of SISAT, Head of SCSSE, Faculty Manager
The position supervises the following positions:	4 Administrative Assistants
Other Key Contacts:	Committee members, some external to UoW, Faculty Office staff

Key Relationships:

Contact/Organisation:
SCSSE/SISAT Advisory committee

Purpose & Frequency of contact
Consultative Committee for degree relevance
Meet 3 times per year

University Administration	Administrative-varies
Faculty of Informatics	Administrative-daily
Other University Units	Administrative-varies

Key Challenges:

1. Proactively ensuring that the Administrative Team works as a cohesive unit.
2. Working on multiple projects/tasks with strict deadlines
3. Keeping abreast of University and Faculty change and direction, including budgets, quality processes, policy and procedures, regulations, student recruitment etc.
4. Dealing with a number of academics with varying modes of operations.

SELECTION CRITERIA - Knowledge & Skills:

Essential:
- Demonstrated ability to motivate staff as a supervisor and work as part of a team;
- Awareness of University environment, systems, procedures and framework;
- Demonstrated ability to advise upon and implement change, project needs and develop resources;
- Demonstrated effective communication, liaison and negotiation skills
- Demonstrated capacity to exercise a degree of independence and judgement in the performance of work;
- Demonstrated problem solving skills, including the ability to formulate, document and implement policy;
- Demonstrated high level organisational skills;
- Demonstrated high level PC computer skills, particularly in word processing, spreadsheets and databases;
- Sound understanding of EEO policies.

Desirable:
- Knowledge/experience in a university/tertiary environment
- Sound understanding of university policies, regulations and practices as regards administrative support to students and academics

SELECTION CRITERIA - Education & Experience:

Essential:
- Degree qualifications in relevant discipline with extensive experience, OR a combination of relevant experience/education/training deemed to be equivalent;
- Demonstrated experience in leading teams;
- Demonstrated experience in providing high level administration support;
- Experience with events management.

Personal Attributes:

- Strong leadership qualities in dealing with staff at all levels;
- Understanding and a commitment to the provision of quality service and support in a tertiary environment;
- Capacity to work effectively and professionally under pressure;
- Ability to meet deadlines and reprioritise work to meet changing requirements;
- A strong sense of duty and responsibility and professional ethics;
- Ability to work independently without continual supervision.

Special Job Requirements:

- Flexible working hours
- Other duties as directed as appropriate for this classification

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Personnel: _____

Date: _____