University of Wollongong

GENERAL POSITION INFORMATION – Administration Pool

Faculty/Division: Various   Level: 3/4

Note: This Position Information is a generic reflection of typical activities required of administrative positions at the University and should be used as a guide only. The use of this Position Information is only intended for the purpose of qualifying candidates for the University of Wollongong Administration Pool. Administration Pool candidates who are being considered for a position with the University of Wollongong will be presented with the relevant Position Description for that specific position prior to interview. Please be aware that Position Descriptions for actual roles may outline specific technical or other requirements necessary for that position.

Primary purpose of administration positions:

To provide high quality and efficient administration support to University operations.

Major Responsibilities:

Typical tasks may include, though are not limited, to the following:
Provide administrative support to Managers, Teams and Projects
Maintain appropriate and established administration systems to support the efficient and effective operation of activities.
Complete tasks within the scope of Policies and Procedures.
Use software and office equipment to support activities and provide basic troubleshooting assistance in their use for the benefit of team members.
Diary, email and resource management for Managers/Directors and Divisions/Units.
Process invoices for payment
Provide professional and timely service to internal and external stakeholders.
Observe principles and practices of Equal Employment Opportunity
Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document

SELECTION CRITERIA - Knowledge & Skills:

- Demonstrated ability to maintain established administration processes.
- Demonstrated competence in the use of common office technologies and software.
- Demonstrated skills and clear competence in managing calendars, email and resources for managers and teams using electronic systems.

Desirable:
- Demonstrated skills and competence in performing high volume processing and/or basic financial transactions including processing payments.
- Demonstrated experience in developing and continually refining administration systems.

SELECTION CRITERIA - Education and Experience:

- Demonstrated experience in providing administration support to Managers and Teams (with experience in supporting projects considered an advantage though not essential)
- Demonstrated experience in completing tasks within the scope of Policies and Procedures.
- Completion of at least secondary school level qualifications and/or a combination of relevant experience considered to be equivalent.

Desirable:
- Demonstrated experience and competence in creating and/or updating web content
- Demonstrated experience in developing, implementing and continually improving Policies and Procedures.
- Experience in providing Personal/Executive Assistant level support to Senior Managers/Executives.
- Completion of a relevant tertiary level qualification and/or a combination of relevant experience considered to be equivalent.

SELECTION CRITERIA - Personal Attributes:

- Sound ability to work autonomously and in a team environment.
- Demonstrated initiative and application of sound judgment
- Strong customer/client focus.

Special Job Requirements:

Candidates should be aware that depending on the specific positions for which they are considered (if any) there may be special requirements, including but not limited to:
- Occasional or frequent work outside of usual business hours
- Specific OH&S requirements
- Working with Children Check
- Pre-employment Medical Assessment

Frequently Asked Questions (FAQ)

What do I need to do to apply? What documents do you need from me?	• Candidates should review all the available information available from our employment website – see position reference number 24513. • Ensure you read the position information and understand the selection criteria (page 2 of the general position information document). • Ensure you complete the application form, attached your cover letter and CV to the end of the application form. Ensure you submit your application as one document, either in a Word or PDF format. • Once you are ready to submit your application, go to the UOW website employment.uow.edu.au and click on the position reference 24513. On the right hand side you will need to click on the "apply now" button and follow the instructions. • Fill in all the required fields, upload your document and "submit". • Once you have submitted your application you should receive a confirmation email advising that your application has been received.
What happens if I encounter problems submitting my application via your online system?	• In the event that you receive an error message after you have submitted your application via our online application system, email your application form and up-to-date CV to admin-pool@uow.edu.au
What is the recruitment process?	• All candidates will be assessed according to the selection criteria. • The next stage will involve a panel interview and in-tray exercises. • Your complete application will then be assessed for suitability for inclusion in the Pool. • You will be notified of the result, most likely via email.
When will I find out if I have been successful in getting an interview?	• From the time applications close, it may take a few weeks to contact candidates to advise the status of their application. • Candidates that are invited for interview and testing will be the first to be contacted (either by telephone and/or email).
What happens if my application is not successful?	• All applicants will be communicated to with regards to the outcome of their application. • Those candidates that are not successful in going through to interview will be advised via email.
When will interviews be held?	• Interviews will likely be held the week of 8 April 2013. Candidates will be advised the exact date(s) when invited to attend an interview and to complete testing.
How much time will I need to invest to participate in this process?	• If you are invited for interview and testing, we will require approximately 2 hours of your time: up to 30 minutes to complete the computerised testing (which can be done at home); 1 hour to complete the in-tray exercise and 30 minutes for your interview (which will be done in our offices).
If I make the Pool, what kinds of positions might I be considered for?	• The University is a large organisation with numerous Faculties and Divisions. As such we have a large number of diverse administrative roles that become available during the course of the year. • These positions may include providing administrative assistance to a manager or head of Unit/Division/School, working in a student support environment, reception work, PA duties, or it could be something more technical.

	- It is important to note that each role's requirements are unique to the particular Faculty / Division. - Candidates that are on our Pool will be assessed according to the requirements of the specific position. If your skills, experience and work preferences match the requirements of the particular position, then there is a good chance that you will be considered for that role. - It is important to note that being on the Pool means that you may be considered for positions that become available however it does not guarantee that you will be offered a role with UOW.
I am not able to work full-time. Will that be a problem?	- We are looking for people who can work both full time and part time. - Whilst a large number of our administrative positions require someone to take on the role on a full-time basis, there are roles that need to be filled on a part-time basis, though they are not as common.
What kinds of employment contracts could I be offered if I am part of the Pool?	- Candidates that are on the Administration Talent Pool will only be used to fill fixed term roles of 3 months or longer through to permanent. - Not all roles that require filling will be permanent roles.
Will I have a choice with regards to the types of jobs that I am put forward for?	- If you make it onto our Pool, and a role comes up where we consider you to be a good match, we will contact you to discuss the specific requirements and duties. - At that time, you will be able to decide whether you wish to be considered for the role, or not.
If I make it onto the Pool, will I have to go through another recruitment process to get a job?	- If you are put forward for a role at UOW, then yes, you will have to go through another recruitment process. - Generally this involves an interview with the Hiring Manager or a selection committee to answer specific job related questions (normally the technical aspects). Sometimes it also involves additional skills testing (if required).
Can I apply for other roles that are advertised on the UOW website if I am on the Administration Pool?	- If there is a specific role that is advertised on the UOW website outside of the Administration Pool you are more than welcome to apply online. - To apply you will be required to submit your cover letter, CV and response to the position's selection criteria in one complete document. - If you experience difficulties submitting your application email your application through to jobs@uow.edu.au
What is the salary range for administrative positions at UOW?	- UOW has a salary range for each Level. The Administration Talent Pool will be used to fill level 3/4 roles. - The Level 3/4 salary band at the time of advertising is $44,718 to $57,239 (base salary, full-time rate). Note that part time positions are paid the appropriate pro-rata rate of the full-time salary. - Note that if you are offered a level 3/4 position, the salary offered will be commensurate with your skills and experience as well as the requirements of the role. - For more information about salary and conditions of employment see: http://employment.uow.edu.au/about_uni/salary/index.html