

Faculty of Health

Administrative Assistant

School of Biomedical Sciences

Position No. 1006

General Information

The University of Newcastle is one of Australia's leading universities with exceptional achievement in research and the international reputation for innovative approaches to teaching and learning. It is situated in the Hunter, Central Coast and North Coast regions of NSW.

The School of Biomedical Sciences prides itself on the delivery of high quality undergraduate and postgraduate course-work programs. The School has primary responsibility for the Bachelor of Biomedical Science program and the Master of Pharmacy program, the latter being established in 2004 as the first postgraduate Pharmacy training program in Australia. The School also teaches into a wide range of other health-related programs, including Medicine, Physiotherapy, Nutrition & Dietetics, Medical Radiation Science and Nursing.

The position is available part-time (FTE 0.69) on an ongoing basis

Position Description

ROLE:	ADMINISTRATIVE ASSISTANT
HEW LEVEL:	4
FACULTY:	FACULTY OF HEALTH
SCHOOL:	SCHOOL OF BIOMEDICAL SCIENCES
IMMEDIATE SUPERVISOR:	SCHOOL EXECUTIVE OFFICER

Role Statement

Provide high quality administrative services to staff and students within the School of Biomedical Sciences for all teaching related matters.

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Role Description

Supervision/Management/Leadership

Be responsible to the Executive Officer, School of Biomedical Sciences for the provision of high quality administrative support under routine direction.

Task level and Typical Activities

Provide a full range of administrative support to staff within the School of Biomedical Sciences with particular emphasis on teaching support

Assist with the administration of teaching arrangements including course outlines, blackboard support, examination supervision etc

Liaise with and advise staff, including conjoint academics, about University policy and procedure.

Respond to enquiries and requests from staff, university administration and students.

Provide support for the School Examination Computer Scanner which includes scanning examinations and providing relevant reports to academic staff as well as maintaining the records associated with these assessments.

Use photocopiers, scanners, facsimile machines and other office equipment.

Provide general administrative support including, receiving and distributing mail, ordering stationery and maintaining files and resource material as per the University records management policy.

Maintain confidentiality regarding staff and student matters.

Undertake any other duties relevant and appropriate to the level

Organisational Knowledge

Maintain a proficiency in the work areas rules, regulations, processes and techniques and how they interact with other related functions.

Be familiar with, and observe the University's policy and procedures on Equity and Diversity, managing for performance and Occupational Health and Safety in the performance of the responsibilities of the position;

Judgement, Independence and Problem Solving

Provide factual advice which requires a proficiency in the work areas rules, regulations, processes and techniques and how they interact with other related functions.

Solve problems within established parameters which includes making recommendations on course of actions to be taken for authorisation by others.

Selection Criteria

- A TAFE certificate or an equivalent combination of relevant experience and/or education/training.
- Demonstrated knowledge and experience in the use of software applications such as Microsoft Office and with proven proficiency in the use of email and the internet.
- Demonstrated ability to take initiative; work independently and as an effective team member.
- Excellent interpersonal, written and oral communication skills.
- Demonstrated organisational skills including an ability to organise work flows to meet competing work demands and adaptability to a range of workplace expectations and responsibilities.
- Experience with using the computer examination marking system.
- Demonstrated ability to maintain confidentiality.
- Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and Occupational Health and Safety.

It is desirable that the successful applicant also possess the following:

- Familiar with University corporate systems such as NUSTAR, CTS, COS, Blackboard.
- Current Class C Drivers Licence.
- Familiarity with the structure and functions of a tertiary teaching institution.

Conditions and Benefits

HEW Level 4- \$43,288 to \$47,051 per annum.

The University will provide a basic level of superannuation to Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is also available with this appointment.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:
<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact Diane Nesbitt on 4921 6624 or email:
Diane.Nesbitt@newcastle.edu.au

Related Links

- [School of Biomedical Sciences](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on Friday 18 July 2008.

Note: Your application must include a statement addressing the selection criteria.

All applications must include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

Internal Applicants

Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

External Applicants

Please forward your application **by email** to: employment@newcastle.edu.au quoting the position number and position title in the subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

Do not use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team
Level 1, The Chancellery
University of Newcastle
CALLAGHAN NSW 2308
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

The University of Newcastle values [equity and diversity](#).