

Faculty of Engineering and Built Environment

Administrative Assistant

School of Architecture and Built Environment

Position No. 1022

General Information

This position is available on a fixed-term basis or as a secondment opportunity for a period of approximately twelve months and is a result of a member of staff taking parental leave, should they exercise their right to return to work early the length of contract will need to be adjusted accordingly.

If the successful applicant requires secondment approval would need to be sought from their Pro Vice-Chancellor or Executive Director before the offer can be confirmed.

Position Description

ROLE:	ADMINISTRATIVE OFFICER
HEW LEVEL:	HEW 5
FACULTY/DIVISION:	FACULTY OF ENGINEERING AND BUILT ENVIRONMENT
SCHOOL:	SCHOOL OF ARCHITECTURE AND BUILT ENVIRONMENT
IMMEDIATE SUPERVISOR:	SCHOOL EXECUTIVE OFFICER

Role Statement

To provide high-level administrative support within the School of Architecture and Built Environment to ensure the timely, efficient provision of secretarial and other support to the School.

Role Description

Supervision/Management/Leadership

Be responsible to the School Executive Officer for the provision of administrative support services.

Task level and Typical Activities

Assist with the preparation of part-time and casual teaching budgets, process casual academic appointments, manage processing of staff timesheets, logging claims against appointments and reporting any discrepancies to the School Executive Officer.

Undertake financial management duties including: monitoring budget expenditure, ordering equipment and other items using credit card or the University purchase requisition system, bookings and payments for national and international travel using online travel system.

Assist with the coordination of the examination procedures within the School including preparation of scripts, maintenance of records of student performance, establishing spreadsheets for the finalisation of results, processing of results through NUSTAR, ensuring all courses comply with the course assessment return process.

Manage efficiently and effectively the day-to-day operations of the School Office including enquiries from students, University staff, industry, international organisations and the general public by telephone and in person.

Assist with the co-ordination of School's activities in relation to course and program offerings, including Curriculum Tracking System, timetable, etc.

Organise national and international travel for members of staff of the School as appropriate, and accommodation for visitors.

Provide high level of assistance to relevant School committees and boards where required including preparation of agendas, arranging and attending meetings, taking minutes, coordinating follow-up matters, arranging venues and hospitality as appropriate.

Undertake any other duties relevant and appropriate to this position.

Organisational Knowledge

Perform tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques and how they interact with other related functions.

Apply a detailed knowledge of work unit policies, systems and procedures, and their interaction with policies, systems and procedures in any related areas.

Be familiar with, and observe the University's policy and procedures on Equity and Diversity, Managing for Performance, Records Management and Occupational Health and Safety in the performance of the responsibilities of the position.

Judgement, Independence and Problem Solving

Apply expertise related to the above areas of operation and the relevant rules and/or regulations to affect the required administrative outcomes.

Demonstrate analytical and problem solving skills within relevant rules and guidelines, form conclusions and provide recommendations to senior staff.

Selection

Criteria

- A relevant degree; or an associate diploma and subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training
- High level computer literacy using Microsoft Word, Excel and database applications together with the ability to learn new systems and software
- Experience in corporate systems such as NUSTAR, CTS, COS, FINANCE ONE, SPENDVISION and online travel system.
- Proven ability to prioritise workloads and meet deadlines
- High Level communication skills (both written and oral)
- Demonstrated accuracy, attention to detail and ability to follow procedures.
- Demonstrated ability to work with limited supervision and broad direction and also as a member of a team.
- Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and OHS.
- Familiarity with the structure and operations of the University.
- Familiarity with the teaching and research responsibilities of a School.

Conditions and Benefits

HEW Level 5 \$47,051 to \$54582 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 *Julie Kuehn* on 4921 5796 or email Julie.Kuehn@newcastle.edu.au

Related Links

- [University of Newcastle Annual Report](#)

Closing Date

Applications close on Sunday 31 August, 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](#).