

Faculty of Health

Administrative Officer

**School of Medicine and Public Health
Centre for Rural and Remote Mental Health**

Position No. 1040

General Information

The Centre for Rural and Remote Mental Health (CRRMH) is based in Orange. It is a major rural initiative of The University of Newcastle, Faculty of Health and the NSW Department of Health. CRRMH aims to bring quality education and research programs to all rural areas of NSW through effective partnerships. The Centre will improve the mental health of rural and remote communities through academic leadership, collaboration and achievements in research, education, service development and information services.

This position is available on a fixed term full time basis for 2 years with the possibility of an extension subject to funding.

Position Description

POSITION TITLE: Administrative Officer

HEW LEVEL: 6

FACULTY/DIVISION: Health

SCHOOL/UNIT: Medicine and Public Health
Centre for Rural and Remote Mental Health

IMMEDIATE SUPERVISOR: Executive Officer (Development)

ROLE STATEMENT: Provide and coordinate the provision of effective and efficient administrative support within the Centre

ROLE DESCRIPTION:

Supervision/Management/Leadership

Supervise and monitor the performance of administrative and cleaning staff.

Assist staff to implement and develop management and organisational procedures.

Task level and Typical Activities

Coordinate the services of the administration team to provide efficient and effective day to day administrative support to CRRMH.

Maintain the appointment diary for, and provide administrative support to, the Director.

Monitor expenditure and commitments against budget for each CRRMH cost collector to determine funds available and to investigate budget variances.

Service nominated Committees (Community Advisory Committee and Management Group) and undertake follow-up action as required.

Develop and maintain organisational and financial databases and spreadsheets.

Establish and maintain records and a filing system.

Assist the Executive Officer (Development) with inductions for new staff.

Coordinate the maintenance for the building, including maintenance requests and follow-up action.

Determine office lease arrangements, including rental and preparation of University lessee contracts.

Ensure that the Centre's correspondence is of a uniform standard and of a high quality.

Assist with reception duties, including answering enquiries concerning the operation of the Centre.

Undertake any other duties relevant and appropriate to this level.

Organisational Knowledge

Provide information and advice on human resource policies and staff entitlements.

Be familiar with, and observe the University's policy and procedures on Equity and Diversity and Occupational Health and Safety in the performance of the responsibilities of the position, and in the management of others.

Judgement, Independence and Problem Solving

Provide strategic support, analysis and advice to the Executive Officer (Development) and Director on administrative, contractual and policy issues as required.

Assist in the preparation of budgets, financial reports and submissions.

Apply independent judgement and problem solving to new and emerging issues.

SELECTION CRITERIA

- A degree with significant relevant experience or an equivalent combination of relevant experience and/or education/training.
- Ability to monitor and analyse budgets and produce financial reports.
- Excellent organisational skills, with an ability to use initiative.
- Experience in committee servicing.
- Effective written and verbal communication skills.
- Experience in staff supervision.
- Proven ability to work effectively as a member of a multi-disciplinary team.
- An understanding of the requirements of a confidential office and a capacity and willingness to maintain such confidentiality at all times.
- Well developed problem solving skills.
- Extensive experience in the use of computer software packages, eg. Microsoft Word, Excel, Access, PowerPoint and Publisher.
- Experience in providing basic IT support and trouble-shooting assistance.
- Understanding of equity principles.
- Capacity to strengthen and integrate Equity and Diversity, OHS and Performance Management principles in the supervision of staff.
- Previous experience working in a University or Mental Health environment is desirable.

Conditions and Benefits

HEW Level 6 - \$55,674 to \$61,431 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 Anne Tonna, Executive Officer (Development) on 63638446 or email Anne.Tonna@gwahs.health.nsw.gov.au

Related Links

- [Centre for Rural and Remote Mental Health](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on Sunday 28 September 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](#).