



Faculty of Education & Arts

Administration Officer

School of Education

Position No. 997

General Information

The Faculty of Education and Arts has on offer a comprehensive range of undergraduate, postgraduate and research programs that will provide innovative and leading edge education to the students of the world. The Schools of the Faculty are highly respected for their teaching and learning methods, which are designed to enhance literacy and ensure high level graduate skills.

This position is available on a full-time ongoing basis.

Position Description

ROLE:	ADMINISTRATION OFFICER
HEW LEVEL:	5
FACULTY/DIVISION:	EDUCATION & ARTS - SCHOOL OF EDUCATION
IMMEDIATE SUPERVISOR:	SCHOOL EXECUTIVE OFFICER
ORGANISATIONAL SUPERVISOR:	FACULTY EXECUTIVE OFFICER

Role Statement

Provide administrative support services for the School of Education - Hunter Academic Support Unit.

Role Description

Supervision/Management/Leadership

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

Task level and Typical Activities

Organise and administer in association with the Head of School and Deputy Head of School contacts with outside groups with an interest in the activities of the School.

Assist with the planning of teaching, partnership meetings, contacts with groups associated with practice teaching, placements, and school and Centre visits.

Assist with the schools work with students, orientation sessions, special events and the associated room bookings and meeting support.

Maintain timely and effective communication with associated service providers, school groups and contractors to ensure the efficient operation of teaching of the school.

Assist in the management and planning of teaching, timetabling of teaching space and occupancy audits.

Provide administrative support to relevant meetings including the preparation of agendas, minutes and associated reports to assist the efficient functioning of the meetings.

Assist with the drafting of documents where appropriate in association with the Deputy Head of School and Head of School.

Maintain and develop databases and other support mechanisms to assist in the efficient management of the business of the School

Undertake any other duties relevant and appropriate to this level.

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 – Essential

- A relevant degree; or an associate diploma and subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training
- Extensive computer experience with Word, Excel and database applications.
- 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.

Selection Criteria – Desirable

- Familiarity with the structure and operations of the University.
- Familiarity with corporate software systems such as NUSTAR, CTS, COS

- Familiarity with the teaching and research responsibilities of a School

Conditions and Benefits

HEW Level 5 - \$47,051 to \$54,582 per annum

The successful applicant will be offered employment on an Australian Workplace Agreement (AWA). You may choose to have your conditions of employment covered by an AWA or a Certified Agreement.

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 Mr Michael Robertson, Faculty Executive Officer, Faculty of Education & Arts on 4921 8903 or Email Michael.Robertson@newcastle.edu.au.

Related Links

- <http://www.newcastle.edu.au/faculty/education-arts/>
- [University of Newcastle Annual Report](#)

Closing Date

Applications close - Sunday 20th July 2008.

Note: All applications must include a statement addressing each 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.

How to Submit Your Application

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

For 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

For External applicants

Please forward your application **by Email** to: employment@newcastle.edu.au and ensure you quote the position number and title in the subject line of your email.

Attachments must be in either Word Version 6.0 (.doc) or later, or Rich Text Format.

Applicants who do not have access to Email can still provide a paper application, in one of the following ways:

You should staple your application in the top left corner with the Application For Employment Cover Sheet ([PDF](#) or [MS Word](#)) on top. Please do not submit your application(s) in binders, folders or plastic sleeves as often the applications are required to be photocopied by Human Resource Services staff.

1. By hand, ensuring that you include one (1) copy of your complete application to:

Human Resource Services
1st Floor, Eastern Wing
The Chancellery
Ring Road
Callaghan Campus
The University of Newcastle

2. By mail, ensuring that you include one (1) copy of your complete application to:

Client Service Teams
Human Resource Services
University of Newcastle
CALLAGHAN NSW 2308
Australia

Envelopes containing your application should be clearly marked "Confidential", and indicate the Position Number for which you are applying.

3. By fax, sending one (1) copy of your application to:

a confidential fax on (+61 2) 4921 5285.

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