

POSITION DESCRIPTION – General Staff

Position Title: Administration Officer Level: 5
Faculty/Division: SMART Infrastructure Facility

Primary Purpose of the Position:

Reporting to the Chief Operating Officer, this position will provide administrative advice and professional support services to the SMART Infrastructure Executive, assist in managing the efficient operation of the SMART Research unit and assist in the coordination of activities and events to promote the SMART Infrastructure Facility and its outcomes.

The role encompasses supporting the full range of administration processes including, records and database management, coordination of grant applications, high level meetings and events, with responsibility for providing secretariat services to the Chief Operating Officer, SMART Research Director and senior academic team. An important component of this position is to provide project management assistance to SMART's research themes and commercial research projects.

The position will provide high level support to the Chief Operating Officer and other senior staff within SMART particularly in relation to management of external and internal key stakeholders, prepare correspondence and assist in the preparation of briefs, grants and tender documents.

This position requires a person able to be able to work effectively in a dynamic environment, bring initiative and passion to the role and work within a highly professional team with a flexible can do attitude.

Position Environment:

The SMART Infrastructure Facility is a world class comprehensive research and training facility of integrated laboratories that will address the way that infrastructure related disciplines are taught and researched. SMART is the first of its kind in Australia, and one of a very few in the world. It will promote research collaboration across traditional disciplines; increase and expand research capacity; stimulate collaboration with industry, government and research institutions; and provide an independent, comprehensive, multi-disciplinary facility for holistic and evidence-based evaluation of infrastructure.

This venture provides an exciting opportunity for highly motivated, flexible and multi-skilled individuals to work as part of a committed and outcomes-oriented team that will shape and build SMART as a strategic priority for the University over the next few years. The position environment will be dynamic with changing demands and emphasis as the Facility develops and grows; this environment will suit team members who are adaptable, happy to take on new challenges and prepared to assist across functions and step out-side job boundaries at times in the interests of achieving demanding deadlines and common goals.

Major Accountabilities/Responsibilities:

Responsibilities	Outcome	Percentage of time	Office Use Only
1. Provide advice and program support to the SMART COO and SMART Research Director including: <ul style="list-style-type: none"> Preparation of agendas, meeting reports, presentations and minutes for high level meetings and discussions; Assessment of urgent requests, prioritising issues and exercise of appropriate responses and delegations. Prepare correspondence 	Quality secretariat services provided to SMART Secretariat, high level committees, effective systems and reporting in place for range of program activities, and professional	50%	

	<ul style="list-style-type: none"> Providing a point of contact for internal/external clients, resolving issues as appropriate. 	and effective reporting and relevant data for accurate planning.		
2.	<p>Support SMART office operations and establish and maintain a full range of administrative processes, in line with University policies and procedures including:</p> <ul style="list-style-type: none"> Records and enquiries and management, and reporting from various databases and registers; Arranging SMART related and funded travel including approval and reporting processes for SMART research Team. 	Operating procedures are developed and documented and operational needs are serviced appropriately	20%	
3.	<p>Provide project management assistance to SMART's research themes and commercial research projects.</p> <ul style="list-style-type: none"> Assist in development and preparation of briefs, grants and tender documents; Coordination of grant applications. 	Strong and positive relationships developed and increased funding opportunities are identified and communicated	30%	
4.	Maintain good relationships with key stakeholders including Council members and community leaders. Represent SMART at OHS committee, various functions, meetings, workshops and events.	Productive and positive stakeholder relations	Ongoing	
5.	Observe principles & practices of Equal Employment Opportunity	Ensure fair treatment in the workplace	Ongoing	
6.	Have OH&S responsibilities, accountabilities and authorities as outlined at: http://staff.uow.edu.au/ohs/commitment/responsibilities/	Ensure a safe working environment for self & others.	Ongoing	

Reporting Relationships:

Position Reports to:	Chief Operating Officer, SMART Infrastructure Facility
The position supervises the following positions:	N/A
Other Key Contacts:	SMART Research Director SMART Chief Executive Officer Deans of Faculties and their assistants Other SMART operations staff Contractors and suppliers HR and Finance Departments

Key Challenges:

- Providing a responsive and knowledgeable point of contact for high level internal and external stakeholders within a team and start-up environment
- Developing administrative policies, processes and systems to support SMART Research team
- Embracing new tasks and managing competing priorities and meeting demands in a growing organisation

Selection Criteria - Knowledge & Skills:

Essential:

- Experience in high level administrative processes within a large organisation and demonstrated ability to develop and manage administrative processes within the immediate work unit.
- Demonstrated experience of customer service principles and relationship management.
- Highly competent user of Microsoft products.
- Excellent written and verbal communication skills and demonstrated ability to prepare executive level reports.
- Demonstrated skills in stakeholder management and relationship building.

- Demonstrated problem-solving, negotiation and conflict management skills.
- Excellent time management and organisational skills.

Desirable

- Project management experience.

Selection Criteria - Education & Experience:

Essential:

- Tertiary qualifications in a relation to Administration and/or relevant professional experience and training deemed to be equivalent.
- Extensive administrative experience including experience as an office administrator or provision of broad administrative responsibilities at the senior level of a substantial organisation.

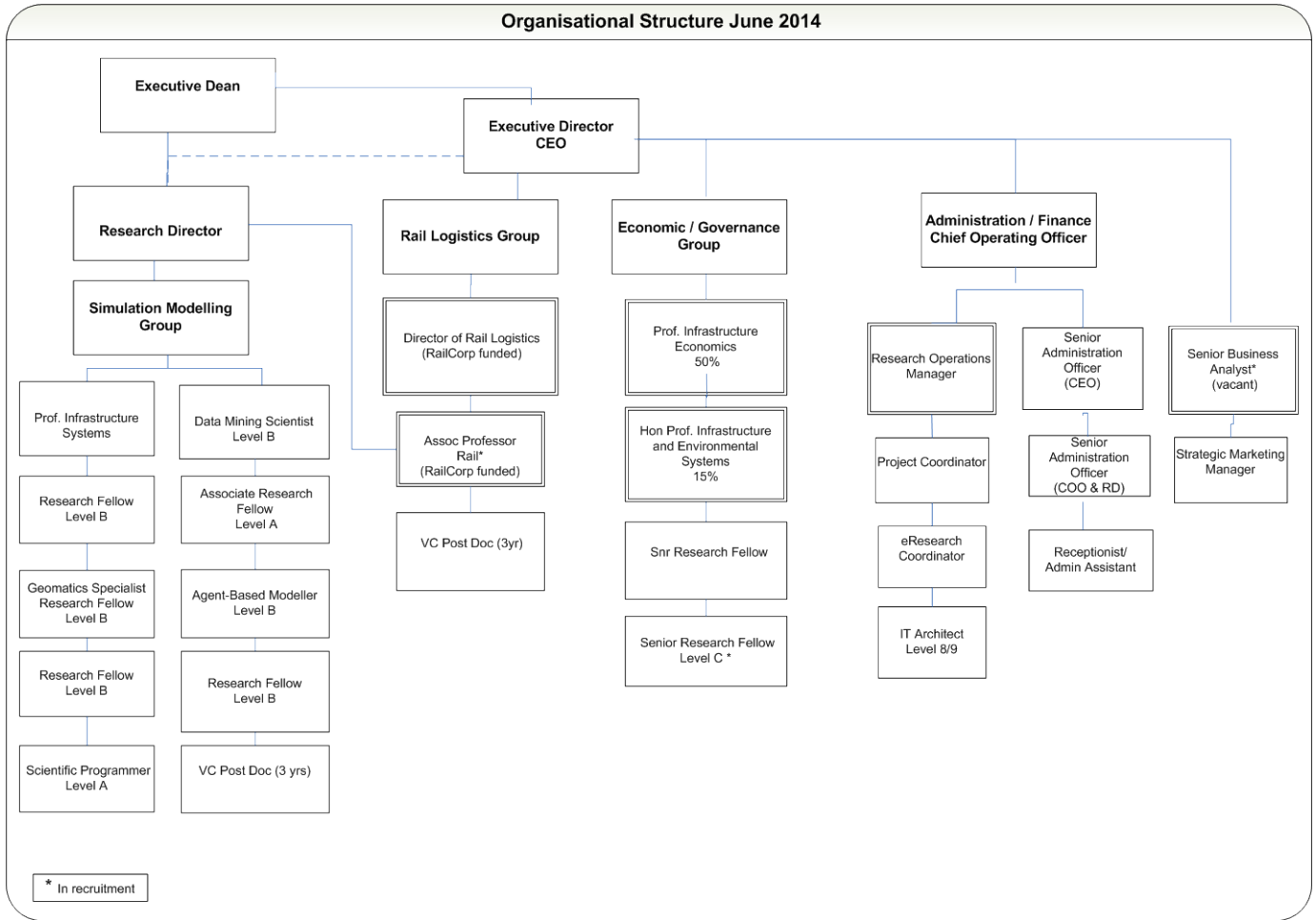
Selection Criteria - Personal Attributes:

- Ability to apply a broad range of skills and be flexible in the context of a fast developing environment.
- Service and outcome oriented attitude, responsiveness and adaptability.
- Attention to detail and commitment to delivering high quality outcomes.
- Engaging and professional attitude with exceptional communication and interpersonal abilities.
- Ability to exercise sound independent judgement and to take initiative within University and SMART policies.

Special Job Requirements:

- Ability to work after hours to attend events as required.

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____