

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Administrative Assistant Level: 3/4
Faculty: Faculty of Social Science Location: Early Start Facility

Primary purpose of the position:

The position will be responsible for the support of administrative activities cross the Early Start Facility and work closely with the Manager, Business Development and Operations to ensure service delivery is timely, effective and efficient, and that it meets Early Start facility user needs.

Position Environment:

The Early Start Facility (ESF) is a \$44M strategic teaching, research and community engagement initiative on the campus of the University of Wollongong. The project delivers a core Facility and connects 41 Early Start Engagement Centres (ESECs) across New South Wales. It will deliver innovative teaching programs; conduct multidisciplinary research and capacity build communities (including Indigenous) through targeted parental and family engagement. It will host Australia's first Early Start Discovery Space (ESDS), an accessible facility for families with young children to engage in innovative learning-through-play activities and events.

This position will provide support for a range of administrative tasks across the Early Start facility.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
<p>1. As a member of the Early Start Facility Unit you will work with the Manager, Business Development and Operations to ensure high levels of service across the facility. Specific tasks include, but are not limited to</p> <ul style="list-style-type: none"> • Responsible for reception in the Early Start Facility Unit including assisting visitors; screening phone calls; maintaining electronic diaries. • Processing general correspondence: dealing with incoming mail; • Provide high level administrative support including scheduling, agendas and minutes for Early Start Facility meetings. • Organise conference and events and catering for various functions across the Early Start Facility • Maintain stationary supplies and manage general office equipment. • Electronic reconciliation of the Early Start Manager Business Development and Operations credit card • Deal with any ad hoc tasks or enquires in a pro-active and efficient manner • Liaise with the Facilities Management Division on behalf of facility staff. • Exercise high level of initiative including responding to enquires from external and internal stakeholders on a broad range of issues requiring knowledge of University policies and procedures 	60%	

2. Responsibility for the timetabling of rooms within the facility including meeting rooms, consulting rooms, HDR and teaching space.	20%	
3. Manage contact lists and databases and assist with the development of communication material	10%	
4. On a needs basis in peak busy times provide assistance in the Early Start Discovery space	10%	
5. Any other duties commensurate within the level as directed by the Manager, Business Development and Operations.	Ongoing	
6. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	Ongoing	■
7. Observe principles and practices of Equal Employment Opportunity	Ongoing	■
8. Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	■

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Manager, Business Development and Operations

The position will have relationships with the Early Start Discovery Space team and Early Start Facility occupants and users.

The position supervises the following positions: N/A

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated organisational and administrative skills with an ability to work independently and as part of a team
- Demonstrated ability to liaise with individuals at all levels
- Demonstrated ability to manage high volumes of work and conflicting priorities
- High level of interpersonal, and oral and written communication skills
- Demonstrated ability to prepare official correspondence, reports and external communication materials

SELECTION CRITERIA - Education and Experience:

Essential:

- Relevant associate diploma or a combination of education/experience/training deemed to be equivalent
- Experience in using MS Office suite of products

- Understanding and experience in interpreting and developing policies, regulations and practice
- Demonstrated experience working in a fast paced varied environment

Personal Attributes:

- Work to a high standard; handle sensitive and confidential information
- Ability to work effectively in a deadline driven, high demand environment
- Commitment to ensuring tasks are completed in a timely manner

Special Job Requirements:

An occasional requirement to work out of normal office hours at times

Organisational Chart:

Organisation chart coming soon

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____