

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Administration Assistant Level: 3/4

Faculty/Division: Faculty of Engineering & Information Sciences

Department/Location: Centre for Environmental Informatics (CEI)/ NIASRA Offices

Primary purpose of the position:

This position is primarily responsible for administrative support to the Director and staff of CEI and will also work closely with the Director and staff of the National Institute for Applied Statistics Research Australia (NIASRA). The position is responsible for administrative operations of the Centre.

Position Environment: (Optional)

CEI is a newly formed Centre emphasising statistical modelling and computation for big spatial and spatio-temporal environmental datasets and has active research programs that involve postgraduate PhD students, postdoctoral fellows, and visitors. CEI is under the umbrella of NIASRA, which is one of the research strengths of the University. The groups within NIASRA undertake high quality and impact research, consulting and professional education and training in Applied Statistics. This position will provide a full range of administrative support in this dynamic environment.

Major Responsibilities:

Tasks	Percentage of time
1. Provision of administrative support for Professor Cressie and staff, including: <ul style="list-style-type: none"> - diary management and travel arrangements - taking minutes of meetings - liaison with external organisations - word processing mathematical and other written materials requiring the use of Latex. - coordinate arrangements for visitors to the Centre 	60%
2. Day-to-day operation of CEI office including: <ul style="list-style-type: none"> - liaison with individuals internal and external to the Centre - liaison with Legal Unit and Commercial Research Unit - maintaining databases and records management - maintenance of the website - manage office resources 	15%
3. Administrative support for short courses, symposia and workshops, including	15%

developing budgets and coordination of resources.	
4. Monitoring finances and contracts	10%
5. Observe principles and practices of Equal Employment Opportunity	Ongoing
6. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing

Reporting Relationships:

Position Reports to: Professor Noel Cressie

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Excellent oral and written communication skills with a high level of accuracy.
- Ability to work as part of a team, with minimal supervision.
- Demonstrated proficiency with Microsoft Word, Excel, PowerPoint, email and internet.
- Ability to develop and maintain databases and spreadsheets.
- Excellent customer service skills.

SELECTION CRITERIA - Education and Experience:

Essential:

- Completion of Associate Diploma, or certificate in office administration with subsequent relevant work experience or a combination of experience and/or education/training deemed equivalent.
- Demonstrated experience with prioritising, planning and organising work in a high volume, deadline driven environment.
- Demonstrated use of initiative in the workplace with a pro-active and professional approach to work practices.

Desirable:

- Experience editing reports and technical manuscripts.
- Experience working in a University and/or research organisation.

Personal Attributes:

- Excellent interpersonal skills.
- Ability to work well under pressure.
- Willingness to learn the use of Latex software.

Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

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.