



## POSITION DESCRIPTION

<b>Position Title:</b>	Administration Officer
<b>Classification:</b>	Hew Level 5
<b>Establishment No.:</b>	7007684
<b>Reporting to title, &amp; establishment No.:</b>	Principal Executive Assistant to the Vice-Chancellor and President, 7007598
<b>School/Office:</b>	Office of the Vice-Chancellor and President
<b>Division:</b>	Vice-Chancellor and President

### Context:

Western Sydney University is a modern, forward-thinking, research-led university, located at the heart of Australia's fastest growing and economically significant Western Sydney region. Boasting 10 campuses - many in CBD locations - and more than 170,000 alumni, 44,000 students and 3000 staff, the University has 10 Schools with an array of well-designed programs and courses carefully structured to meet the demands of future industry. The University is ranked in the top two per cent of Universities worldwide and as a research leader, 80 per cent of the University's assessed research is rated at 'World Standard' or above.

The University strategic plan, Securing Success: 2015-2020 Strategic Plan, articulates the University's values and commitments of being:

- 1) A Distinctively Student-Centred University;
- 2) A Research-Led University with Regional, National and Global Impact;
- 3) A Unique Learning Experience that is Innovative, Flexible and Responsive;
- 4) An Expanding International Reach and Reputation;
- 5) A Leading Advocate and Champion for the Greater Western Sydney Region and its People;
- 6) A Dynamic and Innovative Culture that Secures Success.

The Vice Chancellor and President is the senior authority within the University. The University comprises 9 Schools and four Divisions. The Office of the Vice-Chancellor and President is located in "The Chancellery". The Chancellery comprises;

- the Office of the Vice-Chancellor and President
- the Office of the Deputy Vice-Chancellor and Vice President (Research, Engagement, Development and International)
- the Office of the Deputy Vice-Chancellor and Vice President (Academic)
- the Office of the Vice President, People and Advancement, and
- the Office of the Vice President, Finance and Resources



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### Position Purpose:

The Administrative Officer is responsible for providing a range of administrative services and support necessary to assist in the effective operation of a business executive office, whilst maintaining a high degree of confidentiality and professionalism.

The position will assist in a range of administrative tasks, which may include: events and meeting coordination, preparation of meeting papers, photocopying filing, word processing and preparation of spreadsheets and presentations and other administrative tasks as directed.

The position will also be required to cover Reception during periods when Reception staff are on leave or as required.

### Dimensions:

**Number of direct reports:** N/A

**Titles of direct reports:** N/A

**Number of indirect reports:** N/A

Major Responsibilities	Accountabilities
1. Provide meeting and events coordination and support when required which may include making room bookings, organising catering, preparation and distribution of associated paperwork, arranging parking etc.	<ul style="list-style-type: none"><li>• Administrative support is provided in an efficient and professional manner.</li></ul>
2. Provide executive and administrative support to the Office of the Vice-Chancellor and President, including the management of appointments and travel and maintenance of calendar and contacts	<ul style="list-style-type: none"><li>• Administrative support is provided in a efficient and professional manner</li><li>• Maintenance of calendar and contacts correct.</li><li>• The University's travel management system and processes are complied with.</li></ul>
3. Manage incoming telephone calls, emails and enquiries for the Office, including the monitoring and follow-up of email messages and dissemination of information to respective staff.	<ul style="list-style-type: none"><li>• Work collaboratively with other staff within the Office to ensure that work is completed to a quality standard in a timely manner</li></ul>



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4. Manage and process financial accounts including but not limited to preparing purchase requisitions, payment requests, corporate card acquittals and other Finance transactions, ensuring all expenditure is documented as required by University accounting policies and procedures.	<ul style="list-style-type: none"> <li>Financial transactions are dealt with as required, according to policy and process, and in a timely manner.</li> </ul>
5. Provide high level relief to reception when required and perform reception duties including receiving incoming telephone calls and re-directing, as appropriate, greeting visitors and providing assistance to visitors.	<ul style="list-style-type: none"> <li>The needs of internal and external visitors to the Office of the Vice-Chancellor are anticipated and met.</li> <li>Resources are allocated appropriately and beneficial internal and external relationships are developed</li> </ul>
6. Prepare related documentation using a range of software applications including word processing, spreadsheets, databases and presentation packages	<ul style="list-style-type: none"> <li>Paperwork is prepared efficiently and is accurate</li> </ul>
7. Provide an effective client service both in person and over the telephone for staff and visitors	<ul style="list-style-type: none"> <li>Answer incoming queries and refer to appropriate unit for further action/response where required</li> </ul>
8. Arrange for the purchase of new or replacement equipment and supplies when required	<ul style="list-style-type: none"> <li>Ordering and purchasing is done as required according to policy and process</li> </ul>
9. Other duties as directed by the Vice-Chancellor or Assistant Vice-Chancellor	<ul style="list-style-type: none"> <li>Databases and filing systems including TRIM are utilised and maintained in an up to date manner at all times.</li> <li>Requests from the Vice-Chancellor and Assistant Vice-Chancellor are dealt with in a timely, accurate and highly professional</li> </ul>

### Work Health & Safety Requirements

All staff are required to:

- Take reasonable care for their own health & safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within their control
- Comply with all reasonable instruction by the university
- Participate in activities and programs designed to improve health and safety
- Report potential hazards and incidents in the workplace
- Notify their supervisor of any injuries or illness that occurs in their workplace



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### University Expectations

All staff are expected to:

- Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors
- Participate in the cyclical Career Planning Development Process, which includes an annual review of their performance against agreed operational and performance objectives set in MyCareer Online
- Perform their responsibilities in a manner which reflects and responds to continuous improvement
- Read, understand and comply with all University policies and procedures;
- Undertake risk management and actively support and participate in the risk management processes adopted by the University which include identifying, analysing and evaluating risk that may impact on the University
- Work at and travel between other University campuses from time to time as may be required during the course of employment
- Complete all mandatory training modules within the first six weeks of commencement with the University. Your supervisor will check to ensure compliance with this mandatory requirement
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

### Key Relationships to Position

### Purpose of Relationship

#### Internal (*within the University*):

- Principal EA to the VC
- Chief of Staff
- Staff within OVC
- Senior staff within WSU

- Direct reporting on all matters.
- To provide support, direction, assistance with workload management.
- Provide administrative assistance and resource allocation as required

#### External (*outside the University*):

- External visitors to WSU, emanating from government, the community or the higher education industry

- Meet and greet, and provide assistance as required



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### Key Challenges of the Position:

- Dealing with senior staff of the university and key external visitors to the OVC and ensuring a highly professional image is projected at all times.
- On occasion, working remotely from immediate management, requiring the use of initiative, proactivity, diplomacy and resourcefulness.

### Delegations Exercised

- This position holds no formal delegations under the Delegations (Administrative) Policy.

### Recommendations Expected

- Recommendations for decisions or actions in relation to procedures within the Office of the Vice-Chancellor and President to the Principal Executive Assistant.

### Mandatory Training Requirements:

- WHS Online Modules: 1, 2,3 & 4
- EEO Online Modules
- TRIM
- TM1
- Privacy Management Online Modules
- Orientation Online Modules
- University Orientation Day (for new starters)

### Selection Criteria:

1. A relevant qualification and/or equivalent professional administrative training and experience in a large and complex organisation.
2. Demonstrated experience providing confidential, high level support in an executive setting
3. Demonstrated highly developed computer literacy skills using MS Office, including high level Outlook, OneNote, Word and Excel skills, with demonstrated experience in the retrieval and compilation of information from electronic and non-electronic sources.
4. Demonstrated understanding of and experience in University financial systems including Oracle Financials and WSU Delegations system.
5. Demonstrated well developed interpersonal and oral communication skills, including the ability

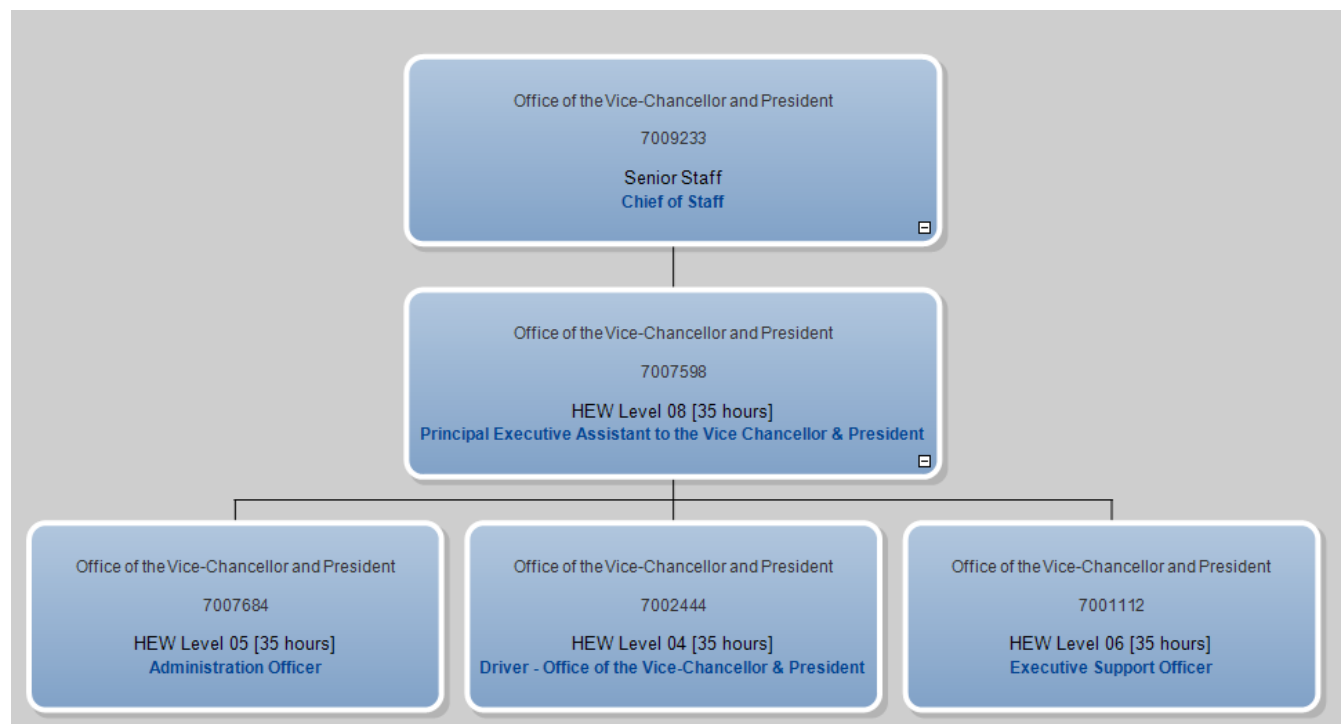


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### Selection Criteria:

- to liaise with senior staff, management, and external parties and to establish effective professional relationships.
6. Excellent written communication skills including the ability to respond to routine and non-routine correspondence.
  7. Proven ability to work as a team member or independently as required including the ability to monitor workflows and meet deadlines.
  8. Demonstrated analytical and problem solving skills including proven ability to exercise discretion

### Organisational Chart:



Position description approved by:

Susan Hudson, Executive Director Human Resources

Date position description last  
reviewed:

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