POSITION DESCRIPTION

Position	Administration Assistant
Level/Classification	H0404
Reports to	Professor
Unit	School of Agricultural Sciences
Directorate	College of Environmental and Life Sciences
Positions Supervised	Nil

Position Purpose

The Administration Assistant provides administrative and operational support to the Meat Science and Sheep Production Group. Working under general direction, the appointee undertakes a range of research administration, financial, human resources and operational support activities to assist the efficient delivery of research projects.

The position supports researchers, students and professional staff by applying established University procedures and administrative processes, maintaining accurate records, and assisting with communications and stakeholder engagement activities.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

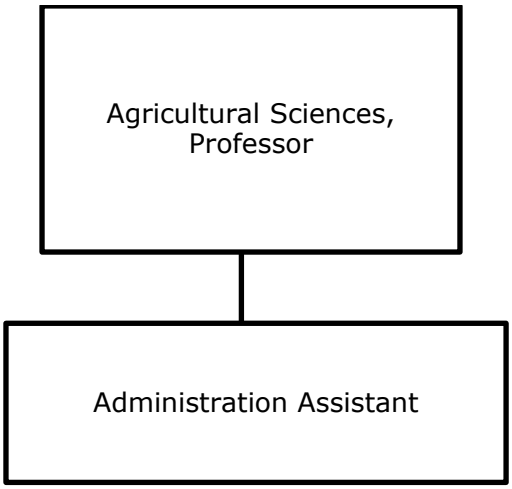
The College of Environmental and Life Sciences addresses global challenges related to the environment, biodiversity, sustainability, food production and human and animal health.

- School of Agricultural Sciences
- School of Environmental and Conservation Sciences
- School of Medical, Molecular and Forensic Sciences
- School of Veterinary Medicine

School of Agriculture – focuses on innovative agricultural systems and practices that balance economic viability, sustainability and benefits to consumers and the community.

Our team conducts cross-disciplinary research encompassing animal production, meat science, genetics, and the development of sophisticated livestock measurement technologies to enhance trading and profitability.

Reporting Relationships



Key Responsibilities/Duties

1. Provide general administrative support to the Research Group, including preparing routine correspondence, documents, spreadsheets and other administrative materials.
2. Assist with routine financial administration, including processing purchasing, invoices and other transactions, maintaining financial records and providing information as required.
3. Provide administrative support for research activities, including maintaining project records, updating documentation and assisting with routine project administration.
4. Assist with recruitment, appointment and onboarding administration for staff, including preparing documentation, maintaining records and coordinating routine administrative requirements.
5. Provide administrative support for the day-to-day operations of the Research Group, including procurement, equipment and asset records, facilities and other operational matters.
6. Respond to routine enquiries from staff, students and external stakeholders, providing information in accordance with established procedures and referring more complex matters to the appropriate staff member.
7. Maintain accurate and up-to-date information in University systems, databases, spreadsheets and records, in accordance with established recordkeeping requirements.
8. Assist with the coordination of meetings, workshops, events and other activities, including scheduling, preparing routine documentation and recording or following up

actions as required.
9. Provide administrative support for committees, working groups and other meetings, including coordinating meeting arrangements, preparing papers and maintaining records.
10. Follow University policies, procedures and administrative requirements, including maintaining the confidentiality and security of information and records.
11. Assist with routine reporting, monitoring of deadlines and follow-up of administrative actions to support the effective operation of the Research Group.
12. Contribute to the improvement of routine administrative processes and undertake other duties within the scope of the position as directed by the Research Group Leader or nominee.

Selection Criteria

Essential

1. Relevant administrative experience or an equivalent combination of relevant education, training and experience.
2. Experience undertaking routine administrative tasks and providing general administrative support.
3. Basic experience with financial administration, including purchasing, invoicing, processing transactions and maintaining records.
4. Clear written and verbal communication skills, with the ability to provide routine information and prepare basic correspondence and documentation.
5. Ability to provide courteous and responsive service to staff, students and other stakeholders.
6. Ability to organise routine tasks, manage priorities and meet deadlines.
7. Ability to identify and resolve routine administrative matters in accordance with established procedures and seek assistance where required.
8. Basic computer skills, including the ability to use Microsoft Office applications and learn University systems.
9. Ability to work effectively as part of a team and contribute to a positive and cooperative work environment.
10. Ability to maintain confidentiality and appropriately handle sensitive information.

Desirable

1. Experience working within a university, agricultural research institute or livestock industry organisations

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Occasional interstate travel/travel within the state may be required.
3. Ability to work outside of normal office hours when required.
4. Current "C" class driver's licence

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values
- Authenticity
- Integrity
- Respect
- Inclusivity

Openness Our Principles
- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.