

# POSITION DESCRIPTION



<b>Position</b>	Administrative Officer
<b>Level/Classification</b>	<b>HEW0405</b>
<b>Reports to</b>	Administrative Coordinator
<b>Unit</b>	University Secretary's Office
<b>Directorate</b>	Professional Services
<b>Positions Supervised</b>	Nil

## Position Purpose

The primary purpose of this role is to provide timely, efficient and effective administrative support and advice to the various teams within the University Secretary's Office.

## 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 Bididi. 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.

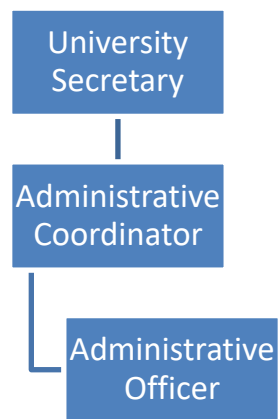
## About the Work Area

The University Secretary's Office reports to the Vice Chancellor. The University Secretary's Office includes the Governance Services, Records Management and Archives and the Legal Teams (including Subsidiary Company support).

As leaders in governance and providers of high-level advice across the University, the University Secretary's Office team advises and guides University staff and Senate (governing body) through a range of linked, specialist service areas to help them achieve their objectives while protecting the University's interests. Our service areas include:

- Governance services (committees);
- Complaints;
- Student Appeals;
- Legal services;
- Records Management and Archives;
- Freedom of Information;
- Staff, Student and Graduates of the University elections; and
- University history.

## Reporting Relationships



## Key Responsibilities/Duties

1. Under the general direction of the Administrative Coordinator, provide administrative support to all teams in the University Secretary's Office.
2. Maintain the Legal Services database 'Content Manager', including security/permissions and data integrity checks.
3. First point of call for all legal queries from University staff and externals. Provide advice on the legal request process including preparation of relevant documentation.
4. Assess incoming legal requests from across the University, ensure sufficient information is received prior to referral to legal team.
5. Under the general direction of the Administrative Coordinator respond to sensitive matters such as subpoenas, requests from external lawyers and complaints from external bodies.
6. Create and maintain the content of the University Secretary's Office websites, including Senate, Academic Council, and their sub-committees.

7. Maintain the Policy & Procedure Management System (PPM) including:
  - a. updating documents as requested;
  - b. updating and reviewing system user permissions;
  - c. conducting integrity checks on documents and follow through with any changes; and
  - d. maintaining the Dictionary of Terms.
8. Coordinate statistics relating to the University Secretary's Office activities for reporting purposes. Prepare reports including analysis of the data.
9. Arrange travel bookings for University Secretary's Office staff and Senate members as and when required using the University's travel system.
10. Under the general direction of the Administrative Coordinator, conduct elections for staff, students and graduates to Senate, Academic Council, Colleges, Students and other University bodies as required.
11. Be responsible for recordkeeping within the Office, including central filing and archiving and maintaining electronic and paper filing systems to ensure efficient storage, distribution and retrieval of documents.
12. Undertake other duties as directed.

## Selection Criteria

### Essential

1. Completion of a Degree or relevant Associate Diploma level qualification with at least two years relevant experience or an equivalent combination of relevant work experience and/ or education/training.
2. Demonstrated high level of computer literacy and proficiency in the production of high-level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate. Excellent organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
3. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact effectively with staff at all levels of the organisation, including the Senior Executive and Senate members.
4. Demonstrated numeracy skills, including the ability to prepare reports and analyse data.
5. Ability to maintain strict confidentiality.
6. Demonstrated ability to use initiative and assume responsibility, as well as work in a team environment.
7. A commitment to equity and social justice principles.

## Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the university's *Background and Pre-Employment Check Procedure*.
3. Ability to occasionally work outside of normal office hours when required.

## 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 a 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 Career Development Conversation annually to discuss their career aspirations and growth opportunities.

All Staff undergoing a probation period are required to set probationary objectives with their leader 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.*