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| **Position Title** | Administrative Support Officer |
| **Group/Portfolio** | Corporate Services  |
| **Classification** | HEW 4 |
| **Position Number** | 00062667 |
| **Reports To** | Facilities Manager  |
| **Employment Type** | Continuing – Full Time |

## 1.0 Position Purpose

## Under general direction, this position is required to provide general administrative support to the day-to-day operations and work as an effective team member of the Corporate Services, Campus Life Facilities Management.

## 2.0 Eligibility Requirements

* + - The occupant of this position will hold an associate diploma level qualification with relevant work experience, or an equivalent combination of relevant skills, knowledge, and experience.

## 3.0 Key Responsibilities

* + - Provide general administrative support, including ordering stationery, and routine procurement, managing venue hire, organising meetings, building access, and the day-to-day operational Physical Key system requirements.
		- Manage generic email accounts; assist with organisation of move services and events, use desktop publishing to produce presentations, and spreadsheets and charts to prepare high quality reports and papers.
		- Assist in managing the flow of information; establishing and maintaining administrative systems, including spreadsheets, information systems, registers, online booking systems, procedures, and databases; record management/filing; preparing routine and ad hoc correspondence.
		- Provide client support for the Campus Life Facilities Help Desk function, provide accurate, timely responses and solutions to queries on the general daily operations of Campus Life (Facilities). Ensure effective and accurate data entry into corporate systems and local databases including Minor Works projects and Security/Access.
		- Process purchase requisitions, and procurement cards (visa or other university cards and charges), and ensure all transactions are performed in accordance with relevant policies and procedures.
		- Undertake other activities as directed by the Facilities Manager. Provide general assistance within Campus Life as required.
		- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
		- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
		- Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

* Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).