

| | |
|------------------------|---|
| Position Title | Administration Coordinator |
| Group/Portfolio | Division of the Deputy Vice Chancellor (Research) / Institute for Biomedicine and Glycomics |
| Classification | HEW 5 |
| Position Number | 00057134 |
| Reports To | Senior Executive Officer |
| Employment Type | Fixed term |

1.0 Position Purpose

Under the direction of Senior Executive Officer, this position is responsible for providing administrative assistance and support to Institute for Biomedicine and Glycomics's day-to-day operations.

2.0 Eligibility Requirements

- The occupant of this position will hold a minimum of an associate diploma qualification and at least two years relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Provide general administrative support including monitoring emails, and responding to and referring enquiries, ensuring matters are referred and actioned expeditiously, record management, managing the flow of information, maintaining and reviewing administrative processes and making suggestions for improvement.
- Provide guidance and advice to administrative and academic staff in the use of the University's enterprise systems (finance, HR, procurement etc). Provide human resource support for the recruitment and appointment of staff, visitors and students.
- Coordination of the Institute's scholarship and award programs.
- Coordinate events, workshops and conferences, as well as visitor itineraries and hospitality as required
- Perform ad hoc research and project activities, including data collection and entry and the preparation and formatting of correspondence, presentations, reports and project applications.
- Design and maintain databases and online systems and participate on user testing/implementation working parties for new/upgraded University systems as required.

- Support working parties and ad hoc committees including the preparation of agendas and minutes and ensure follow up of actions.
- Provide standard policy and procedural advice and contribute to the development of policies and procedures.
- Prepare advice and recommendations relating to projects and administrative matters.
- Liaise with other Elements within the University and external organisations/agents 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](#).