

Position Title	Administrative Support Officer - Health Placement Support Hub
Group/Portfolio	Griffith Health Executive
Classification	HEW 4
Position Number	00058908
Reports To	Support Hub Manager
Employment Type	Continuing

1.0 Position Purpose

The Support Hub Administrative Officer is responsible for providing professional administration services, timely advice, support and liaison to students, staff and external stakeholders in matters relating to fit for professional practice requirements and student support.

2.0 Eligibility Requirements

- Completion of an associate diploma or certificate level qualification with relevant work experience, or an equivalent combination of relevant work experience and/or training in administrative, data entry and data management fields.

3.0 Key Responsibilities

- Provide general administrative support, including ordering stationery, catering and routine procurement, managing room bookings, organising meetings, building access, taxi vouchers and visitor parking.
- Provide and maintain professional, confidential and effective administrative support to the Support Hub including reception, telephone, email and general duties.
- Coordinate and maintain accurate and timely data entry in the University's Sonia Placement System.
- Assist in coordinating the flow of information and reporting between the Support Hub, students, Schools and external stakeholders.
- Provide advice and support to Health Students regarding fit for professional practice requirements, uniforms, and general student support.
- 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.
- Ensure 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/Others** section of our [Capability Development Framework](#).