

Position Title	Administration Officer
Group/Portfolio	Health, School of Medicine and Dentistry
Classification	HEW 5
Position Number	00059280
Reports To	Executive Officer
Employment Type	Full-Time, Continuing

1.0 Position Purpose

Under general direction of the School Manager and School Executive Officer, this position is responsible for providing administrative assistance and support to the School of Medicine and Dentistry in a range of operational areas. The position contributes to continuous improvement and organisational success, and will have responsibility for managing key functional programs and projects including School-based admissions.

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 administrative coordination and oversight of School-based admissions processes associated with Dentistry and Medicine program admissions.
- Perform routine research and project work, including data collection and entry and the preparation and formatting of correspondence, presentations, reports and project applications.
- Design and maintain databases and online systems, undertake procurement and financial transactions using the University's finance systems (e.g. payment and invoice requests) 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.

- Review and update web content ensuring relevance, and organise and coordinate events and activities as required.
- Coordinate and support School-based assessment and student recruitment activities.
- Provide general administrative support including record management, managing the flow of information, maintaining and reviewing administrative processes and developing business process improvement plans.
- Maintain/monitor financial records systems, monitor budget expenditure, and prepare detailed costings and financial reports.
- May supervise administrative staff and manage workflow of a team, including providing on the job training and advice to new staff on common University systems such as HR.
- 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](#).