

# POSITION DESCRIPTION



## Senior Administrative Officer (Indigenous)



### POSITION DETAILS

|                        |                                                              |
|------------------------|--------------------------------------------------------------|
| <b>Position Title</b>  | Senior Administrative Officer                                |
| <b>Classification</b>  | HEW Level 6                                                  |
| <b>Position Number</b> | 7011889                                                      |
| <b>School/Office</b>   | Division of Indigenous Leadership                            |
| <b>Division</b>        | Division of the Deputy Vice-Chancellor Indigenous Leadership |

***This is an identified position, and applicants must be an Aboriginal and /or Torres Strait Islander person. Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational qualification as authorised under Section 14(D) of the NSW Anti-Discrimination Act, 1977 NSW.***

### POSITION PURPOSE

The primary purpose of the Senior Administrative Officer is to provide high-level administrative and executive support to the Pro Vice-Chancellor Indigenous Education, the Directors within the Division of Indigenous Leadership (DIL), and the Director of Indigenous Research within the Division of Research and Innovation. The role also provides administrative support across the DIL team and contributes to the achievement of the Division's strategic, operational, and organisational objectives. The position will be involved in a range of administrative activities, will work closely with other staff in the Division, and will be encouraged to develop networks with other units in the University.

Working both individually and as part of a team, the Senior Administrative Officer will assist in monitoring, reporting and following up on progress on projects and other matters.

The Senior Administrative Officer requires a high degree of initiative and decision-making skills, and the ability to work to tight deadlines.

### KEY ACCOUNTABILITIES

#### 1. Executive Support

- Manage the Pro Vice-Chancellor and Directors' diaries and liaise with other areas of the University, and the external community, as appropriate
- Prepare correspondence, documents, reports, presentations, and social media communications as required

- Organise meetings, receive visitors, gather meeting papers, briefing notes, provide secretariat support and other documentation as required.
  - Manage travel arrangements, including booking flights, accommodation, itineraries, and arranging payments.
  - Manage corporate credit card statements and prepare purchase and service requisitions and payment requisitions in accordance with University policy.
- 2. Project assistance and administration**
- Undertake preliminary research and assist the Directors in projects associated with the business unit.
  - Follow up on outstanding matters and due deadlines.
  - Access, analyse, and interpret data from various databases, including the University's student records and financial systems.
  - Ensure appropriate records management using TRIM.
- 3. Learning and Teaching**
- Access and monitor subject based learning management systems, including creating student lists, monitoring student engagement and checking hyperlinks for connection.
- 4. Event Organisation**
- Organise events such as seminars, lectures and online presentations, including room bookings, calendar invites and flyer preparation, ticketing and communication.
  - Assist with Division events such as the NAIDOC Gala Dinner.
- 5. Undertake other duties as directed**
- Other duties relevant to the classification level.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

- This is an identified position, and applicants must be an Aboriginal and /or Torres Strait Islander person. Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational qualification as authorised under Section 14(D) of the NSW Anti-Discrimination Act, 1977 NSW.
- A relevant qualification and/or equivalent professional administrative training and experience in a large and complex organisation.
- Demonstrated organisational, administrative and time management skills, with the ability to research issues, coordinate projects, manage competing priorities, work collaboratively or independently, and meet deadlines. Experience with, or willingness to learn, administration-related learning management systems.
- Demonstrated analytical and problem-solving skills. Demonstrated ability to exercise initiative, interpret policy and procedures, and provide advice.
- Demonstrated high level written communication skills, including the ability to prepare management reports and respond to routine and non-routine correspondence including minute-taking skills.
- Demonstrated high level of oral and interpersonal skills, including the ability to liaise with management, staff and external agencies and establish effective professional relationships.
- High level of computer literacy skills, including demonstrated experience in word processing, spread sheets, computerised presentations and accessing/downloading data from mainframe systems.
- Ability to travel between campuses and a preparedness to work on multiple campuses.

## KEY RELATIONSHIPS

- **This position reports to:** Pro Vice-Chancellor Indigenous Education
- **This position supervises:** has no supervisory responsibilities.
- **Key internal relationships:**
  - Deputy Vice-Chancellor, Indigenous Leadership
  - Pro Vice-Chancellor, Indigenous Education
  - Directors within the Division of Indigenous Leadership
  - Staff within the Division of Indigenous Leadership

- Badanami Centre for Indigenous Education staff
- Indigenous Future Student Engagement Team
- Division of Research and Innovation
- Division of Education and Student Team
- **Key external relationships:**
  - Elders and Community
  - Industry partners

## CHALLENGES

- Navigating competing events, projects and stakeholder priorities while maintaining service quality and meeting deadlines.
- Managing multiple calendars and coordinating competing commitments for senior Indigenous staff.
- Working across divisions and stakeholder groups to support Indigenous research staff and project outcomes.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

**Approved by:** Eileen Jensen

**Date:** 25.08.2026