

Position Description – Administration Officer

Updated 28 February 2025

POSITION DETAILS	
College/Portfolio	College of Nursing and Health Sciences
Organisational Unit	Aged Care Research and Industry Innovation Australia (ARIIA)
Supervisor	Office Manager
Classification	Higher Education Officer Level 5
Employment Type	Fixed-Term, Full-Time

POSITION SUMMARY
The Administration Officer will work within the central operations team of the Aged Care Research and Industry Innovation Australia (ARIIA) under the general direction of the Office Manager (or delegate). The Administration Officer works to provide administration support for the delivery of ARIIA activities. This position requires the ability to work effectively, leveraging across the ARIIA workstreams, and engaging with a diverse range of internal and external stakeholders for the delivery of high-quality services. The incumbent is expected to use initiative, be forward-thinking and will require strong interpersonal and administration skills.

UNIVERSITY EXPECTATIONS AND VALUES
All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to: - demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; - contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; - promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; - perform their responsibilities in a manner which reflects and responds to continuous improvement; and - familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <i>In addition to meeting the University's Expectations and Values, ARIIA staff are also responsible for demonstrating commitment to ARIIA's Mission, Vision and Values and complying with ARIIA's policies.</i> <i>A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i> <i>Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy or the relevant state where the position is operating.</i>

KEY POSITION RESPONSIBILITIES

The Administration Officer will:

- Provide administrative and project support services.
- Provide a first point of contact for internal and external queries.
- Provide assistance and contribute to the overall general administrative support for ARIIA services.
- Co-ordinate calendars, travel, meetings, seminars, and onboarding.
- Assist with marketing activities, networking functions, and other events.
- Support maintenance of databased and financial administration, including data collation and entry, account reporting and arranging for invoicing and reconciliations.
- Liaise with external stakeholders as requested.
- Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Relevant combination of administration and project support experience and/or tertiary qualification and/or training.
- Effective to well-developed interpersonal skills with demonstrated ability to liaise effectively with a wide range of stakeholders.
- Effective to well-developed written and oral communication skills with excellent attention to detail.
- Effective to well-developed organisational skills with demonstrated ability to prioritise work and meet deadlines.
- Demonstrated understanding of, and a commitment to, the requirements of confidentiality within a professional work team.
- The ability to exercise initiative and to act independently where appropriate.
- Sound knowledge of contemporary administrative systems, software and practices, and an ability to interpret and apply a range of relevant policies and procedures within a large and complex organisation.
- Proven ability and desire to work collaboratively and flexibly in a fast-paced and dynamic work environment.