

## **Admin Officer**

This position will seek to support the admin processes of UWA Sport, with the primary focus on assisting the General Manager. in maintaining relationships with key stakeholders, both internal and external of UWA.

This role is a part time (20 hours per week), fixed term 6 month contract.

### **Key responsibilities**

#### **Administration**

This position will seek to support the admin processes of UWA Sport, with the primary focus on assisting the General Manager in maintaining relationships with key stakeholders, both internal and external of UWA.

This role is a part time (20 hours per week), fixed term 6 month contract.

To efficiently manage meeting and time requests on behalf of the General Manager and assist to maximise time use and focus based on existing priorities.

To respond to and communicate on behalf of the General Manager, either as directed or in an effort to ensure effective use of time and resources of the General Manager.

To co-ordinate and manage all regular reporting requirements.

To complete filing related tasks for UWA Sport Pty Ltd, both of a physical and digital nature.

To oversee and manage the organisation wide archive process, excluding financial archiving and that which relates to Sport Council and Sport Memorabilia.

In partnership with other business unit teams, ensure relevant support systems and administrative procedures are maintained across the organisation with a focus on efficiency, sustainability and scalability.

To act as secretary for appointed stakeholder reference groups such as UWA Sport Advisory Council.

To provide proactive support to meet the administrative needs of UWA Sport.

#### **Other duties as directed.**

### **Specific work capabilities (selection criteria)**

Relevant tertiary qualification and extensive relevant experience or an equivalent combination of relevant experience and education.

Demonstrated experience in an administrative support role.

Excellent organisational and administrative skills.

Strong interpersonal skills and excellent attention to detail.

Highly organized, and able to manage time.

Comprehensive experience in diary management.

Sound experience in report preparation, minute taking and follow-up procedures.

Excellent professional communication and interpersonal skills, both written and verbal.

Experience in compiling and formatting documents, including production of guidelines, policy and procedure.

High level proficiency in a range of computing skills including Microsoft Suite and Customer Relationship Management software.

Some experience with TRIM system or similar records and archiving management systems.

Applications must be submitted to [admin@sport.uwa.edu.au](mailto:admin@sport.uwa.edu.au) and the selection criteria must be addressed, as well as a cover letter.

### **Application details**

Any applicant questions about the role can be directed to Sumari Dunn at [admin@sport.uwa.edu.au](mailto:admin@sport.uwa.edu.au).

Applications close 5pm, 11 April 2017.

The role commence as soon as the selected candidate is available.