

## POSITION DESCRIPTION:

### SECTION A: Position Context

Position Title	Administration Officer
Position Number	E1
Classification	Executive
Campus/School/Unit	Academic Affairs
Division	Academic Division
Term of Appointment	Permanent
Effective Date	December 2012

#### Position Purpose:

The position is an administrative position at the Branch Campus University in Sarawak. The person reports to the Manager, Industry Engaged learning. The responsibilities of this position, among others, include general administrative tasks, basic information research and fact finding, management and entry of data, as well as some analytical tasks.

The person will work closely with other staff on campus.

#### University Information:

Swinburne University of Technology is a large multi-sectoral and multi-campus institution with a stated mission to be a pre-eminent entrepreneurial university in the Asia-Pacific, thriving on new ideas and knowledge and exploiting its intersectoral heritage to create value for its stakeholders.

Swinburne has campuses in metropolitan Melbourne at Hawthorn, Prahran, Lilydale, Wantirna, Croydon and Healesville and an overseas branch campus university in Kuching, the capital city of the State of Sarawak in Malaysia. It also offers an increasing number of subjects and courses via the Internet. Its programs cover the education and training needs of over 40,000 students ranging from apprentices through to doctoral students.

Swinburne is proud of its close links with industry, business and the community generally. It has gained a prominent and respected name in education in Australia and overseas through:

- government funded programs and research;
- industry and business funded research;
- consultancy and training;
- fee-for-service teaching;
- an international focus for its curricula, student recruitment and operations.

The Branch Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs and a limited number of diploma programs. The branch campus was established in 2000 as Swinburne Sarawak Institute of Technology, and on gaining university status in Malaysia, it changed its name to Swinburne University of Technology (Sarawak Campus) in June 2004.

The Branch campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. In 2010 the Sarawak Campus has approximately 4,000 students from Malaysia and other countries and plans to expand rapidly as its staff and facilities are developed in the next few years to allow a wider diversity of courses to be offered.

The branch campus university in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its Foundations – Yayasan Sarawak and the Sarawak Higher Education Foundation. The academic operations of the campus are integrated with and overseen by the University in Australia.

**Participation on Committees:**

The person may be required to participate in relevant committees as and when needed and as directed by the Coordinator, Research and Consultancy and the Coordinator, Professional and Industrial Engagement and/or Director Academic.

**Supervision Reporting Relationships:**

<u>Reports to</u>	Manager, Industry Engaged Learning
<u>Other positions reporting to this position</u>	None.

**Location:**

This position is located at the Sarawak campus.

## SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	<b>ADMINISTRATIVE FUNCTIONS</b>	Provide administrative support to the Coordinator, Research and Consultancy and the Coordinator, Professional and Industrial Engagement which includes: <ul style="list-style-type: none"> <li>○ preparing documents such as memos, letters, reports and statistics</li> <li>○ assisting in the administration and organisation of meetings including preparation of invitations, room bookings, preparation of agenda and documents.</li> <li>○ handling file management for all records including filing, retrieval, photocopying and collating.</li> </ul>
2.	<b>RESEARCH AND UPDATES</b>	<ul style="list-style-type: none"> <li>● Perform research activities such as conducting electronic / online information searches and other resources; creating and maintaining databases, data entry and analysis, including monitoring current and potential developments in the industry.</li> <li>● Research and write reports, discussion papers, non-routine correspondence and other documents to assist the Manager, Industry Engaged Learning.</li> </ul>
3	<b>COMMUNICATIONS AND LIAISON</b>	<ul style="list-style-type: none"> <li>● Coordinate relevant strategic communication both internally and externally.</li> <li>● Liaise with government authorities, and other internal and external stakeholders.</li> </ul>
4	<b>OTHER DUTIES</b>	Any other duties as assigned by the Manager, Industry Engaged Learning and/or Director Academic.

## SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<b>Essential/Highly Desirable/Preferable</b>
1.	Bachelors' from a Malaysian or overseas university in an area relevant to the duties; or completion of a Diploma in a related discipline with a minimum of 5 years working experience.	Essential

<b>Experience / Knowledge / Attributes:</b> Required by the person to successfully perform the positions key responsibilities.		<b>Essential/Highly Desirable / Preferable</b>
1.	Attention to detail and ability to handle more than one priority at a time and successfully prioritise and identify the best course of action in the implementation of administrative tasks.	Essential
2.	A level of maturity consistent with the requirements of the position for independent work, initiative and sound business acumen.	Essential
3.	Excellent skills in written and spoken English.	Essential
4.	Demonstrated ability to work well in a team environment and contribute actively to team cohesiveness.	Essential
5.	Ability to communicate effectively and empathetically with people at all levels in both the external and internal environment.	Essential
6.	Demonstrated computer literacy to perform a range of tasks, including proficiency to produce a range of documents relevant to the role from the MS Office Suite and other programs where required.	Essential

7.	Demonstrated ability to work independently and meet tight deadlines.	Essential
8.	Excellent project management and research skills, including the ability to monitor, coordinate and follow up.	Preferable
9.	At least 2 years of relevant working experience in secretarial and administration position.	Preferable
10	Excellent skills in written and spoken Bahasa Malaysia and Mandarin.	Preferable

### **Swinburne Attributes:**

Our attributes inform the selection process; however, a written response to the attributes is not required. The attributes are:

Building Organisational Capability	Demonstrates Personal Integrity	Manages Change Effectively
Builds Relationships	Drives Service Excellence	Provides Educational Leadership
Creates a Learning Environment	Exhibits Entrepreneurial Skills	Sets Direction

For information refer to the following weblink: [Swinburne Attributes](http://www.swin.edu.au/corporate/hr/attributes/)  
(<http://www.swin.edu.au/corporate/hr/attributes/>).

### **Further Information:**

Further information is available from Andrea Sim, Manager, Human Resources at telephone 082-416353 ext. 8756, fax 082-260821, email [asim@swinburne.edu.my](mailto:asim@swinburne.edu.my)

### **Applications:**

Applications should include with their application a detailed CV summarising qualifications, experience and other matters considered relevant to the application.

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.

I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name:

Date:

Signature: