

POSITION DESCRIPTION:



SECTION A: Position Context

Position Title	Administrative Assistant
Position Grade	NE2
Category	Non-Executive
Campus / Unit	Swinburne Innovation Malaysia Sdn Bhd (SWIM)
Term of Appointment	Fixed-Term Contract
Effective Date	March 2023

Position Purpose

This position provides the administrative support for consultancy and research services, short courses and intellectual property commercialisation of SWIM. These activities are scaling up rapidly and therefore there is a need for strong administrative support.

The position reports to the Chief Executive Officer (CEO), SWIM. Its key role is to provide administrative support to the short courses and consultancy and research services entire value chain, within the disciplines under its care. The position is also expected to work closely with external short courses and consultancy partners.

This position requires high level of clerical precision, good communication skills and a fair understanding of finance and marketing matters.

University Information

As a 21st century university at the cutting edge of technology, innovation and entrepreneurship, Swinburne University of Technology has an ambitious vision to become the prototype of a new and different university. A next generation university. With a century long history of educating and training students with high-quality, career-orientated education and strong links to industry and the community it aims to bring people and technology together to create a better world.

Swinburne has an international reputation for quality research that connects science and technology with business and the community. The University standing in prestigious world academic ranking lists reflects our commitment to high-quality teaching and research and graduate outcomes.

Swinburne's emphasis is on high quality, engaged teaching and research in science, technology, business, design and innovation – teaching and research that makes a difference in the lives of individuals and contributes to national economic and social objectives.

Swinburne works to advance quality research through partnerships with industry, our communities and other universities within Australia and internationally, to achieve outcomes that are directly relevant to industry and society.

Swinburne offers both Higher Education and Vocational Education courses and programs, along with online education through both Swinburne Online and Open Universities Australia. The University has multiple campuses in Melbourne, Australia, and also an international campus in Sarawak, Malaysia.

The 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. The Campus was established in 2000 as Swinburne Sarawak Institute of Technology and on gaining university status in Malaysia changed its name to Swinburne University of Technology Sarawak Campus in June 2004.

The Campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. The Sarawak Campus has students from Malaysia and other countries, and plans to expand rapidly as its staff and facilities are developed continuously to allow a greater number and diversity courses to be offered.

The Campus in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its shareholders – Yayasan Sarawak and the Sarawak Higher Education Foundation. The campus is part of a long-term strategy by Swinburne Australia, established in 1908, to globalise its operations and provide its students with international living, working and learning opportunities.

Swinburne Innovation Malaysia Sdn Bhd (SWIM)

Swinburne Innovation Malaysia Sdn Bhd (SWIM) is a wholly owned subsidiary of Swinburne Sarawak Sdn Bhd set up in 2019 as a Research and Development (R&D) Status Company. In line with the University's vision for excellence in transformative research, SWIM works closely with the industry to maximize the impact from R&D. SWIM also provides research driven professional training courses to ensure latest know-how is put to use.

URL to web pages: <https://www.swinburne.edu.my>

Participation on Committees

NIL

Supervision Reporting Relationships

This position's supervisor/manager	Chief Executive Officer (CEO), SWIM; or any other person as assigned by an authorised personnel.
Other positions reporting to this position	NIL

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

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

KEY RESPONSIBILITY AREAS		
1.	SHORT COURSES	<ul style="list-style-type: none"> Follow up on short course enquiries; Receive, process and report the enrolment, registration and assessment of short courses; Arrange the props, venue, catering, etc. needed for the promotion and delivery of short courses; Compile feedback of delivered courses. Carry out follow-ups if necessary; Keep record of participants necessary information and their certificate; Ensure invoice is issued to participants and keep track of payment collection; Liaise with trainers and training providers to ensure smooth delivery of courses; and Prepare documentation for engaging trainers.
2.	CONSULTANCY & RESEARCH SERVICES	<ul style="list-style-type: none"> Provide general admin support, e.g. preparing QSF, TNF, claim form, petty cash, etc.; Prepare documentation for engaging contractors; and Keep record of project technical and financial progress.
3.	INDUSTRY ENGAGEMENT	<ul style="list-style-type: none"> Keep close contact with Future Projects partners; and Be the liaison person for selected partners.
4.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> Execute OHS requirements in respective work areas; Maintain cleanliness, good housekeeping and overall safe work environment; and Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
5.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> Commit to the Swinburne Values. Conduct work professionally while demonstrating the Swinburne Values at all times.
6.	OTHER DUTIES	<ul style="list-style-type: none"> Assist the CEO, SWIM in other administrative matters related to consultancy and research services, short courses and intellectual property protection and commercialization. Any other duties as and when assigned by the CEO, SWIM; or by an authorised personnel.

SECTION C: Key Selection Criteria

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

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	A Diploma in an area relevant to the duties from a recognised institution, or a Diploma with subsequent relevant experience. Fresh Diploma holders in the area relevant to the duties can be considered.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	Demonstrated ability to work independently and in a team environment.	Essential
2.	Demonstrated ability to operate MS Office and using cloud services.	Essential
3.	Relevant working experience in training / education	Preferable
4.	Past experience in working / running a start-up company	Preferable
5.	Knowledge of the Malaysian human resource development landscape, system, schemes etc.	Preferable

Further Information:

Further information is available from Human Resources at fax +60 82 260821, email careers@swinburne.edu.my.

Applications:

Applications should include 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 prior to 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 :