
Position Title	Administration Support Officer
Position Number	6963 / 192
Position Classification	HEW Level 3
Organisational Unit	Tropical Rivers and Coastal Knowledge (TRaCK) School for Environmental Research
Location	Casuarina Campus, Darwin.
Tenure	Fixed term full time appointment (Up to 30 September 2010)
Responsible to	Head Of School through Director TRaCK
Employment Conditions	HEW Level 3 - \$37,312 to \$42,498 per annum. Total remuneration includes 9% University superannuation contribution on a salary component of \$34,231 to \$38,989 per annum plus District Allowance as applicable and 6 weeks annual leave)
Special Features	Receptionist.

BUSINESS UNIT ENVIRONMENT

This position will be part of the Tropical Rivers and Coastal Knowledge (TRaCK) Research Hub (www.track.gov.au). TRaCK brings together more than 70 leading researchers from 18 organisations to improve our understanding of the rivers, catchments and estuaries across northern Australia. The TRaCK consortium is led by Charles Darwin University, CSIRO, Griffith University, Land & Water Australia, the North Australia Indigenous Land and Sea Management Alliance and the University of Western Australia. TRaCK is funded by the Australian Government, principally through its Commonwealth Environment Research Fund, the National Water Commission, and Land and Water Australia.

The TRaCK Research Hub is hosted by CDU and is associated with the Aquatic Ecosystems and Water Resources Theme of the School for Environmental Research (<http://www.cdu.edu.au/ser>). The School conducts integrated research on the environments of northern Australia and Southeast Asia within three focus areas: Aquatic Ecosystems and Water Resources, Wildlife and Landscape Science, and Livelihoods and Policy Research. The AEWRT Theme brings together staff with relevant research expertise from across the University.

THE ROLE

- To provide administrative support and act as Receptionist within the Darwin office of the TRaCK Research Hub.
- This position has been established to support the basic administration activities within the TRaCK Research Hub. The successful candidate will work in collaboration with the TRaCK Director, Project Support Officer and research team members to make a contribution to the success of the TRaCK Research Program. The successful applicant will also contribute to the operation of the Aquatic Ecosystems and Water Resources Theme within the School for Environmental Research.

KEY ACCOUNTABILITIES

The following accountabilities is not exhaustive and may include others as directed from time to time.

- **Customer Service/Client Focus**

Provide a high level of administrative support to TRaCK Research Hub, Darwin including:

- Acting as the reception and liaison for TRaCK and referring enquiries to appropriate TRaCK staff;
- Provide administrative support on general office and OH&S procedures;

Contribute to developing a positive team environment by establishing and maintaining co-operative relationships with staff and clients of the TRaCK Research Hub,

Actively participate as a team member and assist with organizing events held by TRaCK Research Hub ,

- **Administrative duties**

Support the Director and Project Support Officer TRaCK in:

- Data entry of TRaCK's Purchase Orders and Credit Card purchases;
- Travel arrangements of TRaCK consortium staff;
- Keeping up-to-date records on TRaCK core business and mailing lists;
- Arrange quotes and book staff travel once approved;
- Coordinating resources and supplies;
- General administrative duties.
- Provide assistance to the Director, Project Support Officer and other TRaCK staff as required

- **Systems Operation**

Undertake general office functions including word processing, filing, photocopying, mail processing etc.

Enter Requisitions, once approved into the Universities Financial Database Oracle in the Purchasing module.

Process Mastercard cost codes once approved online using Smart Data On Line (SDOL) facility.

Make travel enquiries / bookings using Qantas QBE Online Travel facility.

KEY SELECTION COMPETENCIES

1.....Relevant work experience, and/or an equivalent combination of relevant knowledge and/or training .

2. Demonstrated computer experience including high-level word processing skills and the ability to use a range of other relevant software such as spreadsheets, databases, Email software, web browser tools, etc. Experience in an office reception position and the ability to perform administrative duties with a high degree of competence and attention to detail.

3. Demonstrable work practices including the ability to:

- Establish work priorities and meet deadlines;
- Ensure reception and telephone professionally staffed and maintained;
- Work without direct supervision;
- Work independently and as part of a team;
- Maintain strict confidentiality.

4. Demonstrable communication and liaison skills including:

- High level written and oral communication skills in the English language;
- Ability to interact effectively at all levels with staff, students, external stakeholders and funders; as the first point of contact for TRaCK.

5. Ability to interact with individuals and groups from linguistically and culturally diverse backgrounds
6. Basic understanding of the Equal Opportunity and Occupational Health and Safety policies within the workplace.

DESIRABLE SELECTION COMPETENCIES

1. Aptitude to learn CDU basic financial and management systems.
2. Willingness to learn about TRaCK's Research Program and ability to determine appropriate query referrals.

Closing date: 18 June 2008

In order to apply, please obtain an application package by accessing the Charles Darwin University's [People Management and Development](http://www.cdu.edu.au/pmd) Home Page at <http://www.cdu.edu.au/pmd> or by phoning the Recruitment Answering Service on 08 8946 6284 OR email: recruitment@cdu.edu.au Informal enquiries may be directed to Rose Jubber, TRaCK Project Support Officer on 08 8946 7444, email: rose.jubber@cdu.edu.au

ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE ARE STRONGLY ENCOURAGED TO APPLY.
Please contact People Management and Development if you require any assistance with your application.

***The University reserves the right not to proceed in making an appointment or to appoint by invitation.
The University is an Equal Opportunity Employer and maintains a smoke-free environment.***