POSITION TITLE	**First Nations Administration Officer (Identified)**
JOB PROFILE ID	**GAD_HEO5_01_SJP**
JOB CATEGORY	**Professional**
JOB FAMILY	**General Administration**
COMPENSATION GRADE	**HEO5**
MANAGEMENT LEVEL	**19 Individual Contributor**

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION
First Nations Administration Officer (Identified) performs general administrative support under general direction and works closely supporting the Associate Dean Indigenous Strategy and Service including preparing documents, maintaining records, responding to queries, exploring matters, and sourcing solutions etc. in support of First Nations staff and initiatives in the School of Architecture, Design and Planning. As the first point of contact for the office, this role requires strong administrative and organisational skills in order to coordinate and undertake a range of operational activities on an ongoing basis.

This position has been designated for Aboriginal and Torres Strait Islander people only under the provisions of section 126 of the Anti-Discrimination Act 1977 (NSW)

DECISION MAKING AND DELEGATIONS OF AUTHORITY
The First Nations Administration Officer (Identified) works under guidance and is responsible for making decisions in the completion of daily tasks related to functions of the office and their key accountabilities. The incumbent is expected to exercise a degree of initiative and judgement in planning work activity, and resolving problems associated with day-to-day operating procedures directly linked to their key accountabilities. Problems that cannot be resolved and are outside the scope of their key accountabilities are referred to supervisors, more senior co-workers or the Associate Dean Indigenous Strategy and Service. They work with a range of staff across the administrative team and in the wider University administration environment to meet work area objectives. Using previous experience in business administration they are expected to resolve routine issues and utilise their knowledge of administrative procedures to be successful in their role.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	19143 School General Manager - Mr Jonathan Hulme
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

1. Provides First Nations specific administration services and support.

- Builds and maintains a general knowledge of work undertaken by the First Nations staff and other University offices with First Nations support staff, and direct staff/students to these services as appropriate;
- Provides administrative support for First Nations staff to facilitate partnership activities and events, where necessitated by work demands;
- Coordinates often complex domestic and international travel on behalf of First Nations staff in the School;
- Use of University systems and Faculty resources to locate information to assist with the Aboriginal and Torres Strait Islander school related work;
- Works with First Nations School stakeholders both inside and outside the University of Sydney including staff, students, visitors and Elders.
- Identifies First Nations staff and student needs and works with the School, including Associate Dean Indigenous Strategy and Service to develop appropriate strategies and solutions to address those needs.

2. Provides general administrative services and operational support to First Nations staff and initiatives within the School

- Delivers daily administration activities and services ensuring that high quality and efficient administrative support is provided in a pro-active manner to staff, students, clients and visitors.
- Explores administrative matters and prepares advice, recommendations and solutions related to specific projects, policies and operational issues, identifying and ensuring all relevant initiation and/or follow-up of necessary action under broad direction from more senior staff.
- Responds to a range of enquiries via telephone, email and in person, from staff, students, visitors and the general public regarding a wide range of the work area's activities.
- Analyses incoming correspondence, independently initiates appropriate action where possible and/or ensure the matter is forwarded appropriately to the relevant individual/specialist for resolution.
- Liaises with suppliers, re-ordering stock, and supporting the efficient operation of the resource and storerooms, including photocopiers, mail and stationary supplies.

3. Coordinates diaries, meetings and events and provides conference support for the work area.

- Provides high level administrative support including travel and accommodation management;
- Ensures the appropriate coordination of meetings including agenda and minute preparation, venue booking, catering and IT facilities;
- Coordinates the organisation and delivery of visits, events, conferences, and workshops as required.

4. Maintains records, finance/accounting support and reporting for the work area.

- Coordinates payment and invoice management, purchasing and Concur transactions .
- Create, oversee, manage and submit Concur statements to support First Nations Staff
- Coordinates filing, e-filing and records management for accounts and assets in line with University Policy.
- Coordinates the asset management policy and procedures ensuring that all relevant assets are appropriately registered and accounted for.
- Compiles standard reports, drawing data from a variety of sources within and outside of the department. Prepares charts, graphs, and tables for presentations or inclusion in reports.
- Maintains and updates records and balance information for reconciliation and reporting purposes.
- Collects, assembles, and summarises statistics and information from identified sources as directed.

5. Undertakes ad-hoc projects and other activities.

- Performs work activities relevant to the role's key accountabilities as approved by the Manager and commensurate to the role's classification level.

EDUCATION

Education
Other - An equivalent combination of relevant training and experience
Year 12 qualification or Certificate III or Certificate II with work experience. - In a relevant field

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certifications
Identify as Aboriginal and/or Torres Strait Islander. - No Issuer.

SKILLS

Skills
Demonstrated communication and negotiation skills to work with Aboriginal and Torres Strait Islander people considerately and effectively on matters relevant to the delivery of quality higher education to Aboriginal and Torres Strait Islander people.
Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures, including an understanding of the issues affecting people in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander people.
Effective and tactful communication skills (both verbal and written) together with strong problem solving skills and the ability to use initiative and exercise sound judgement, along with the ability to prioritise workload during busy periods.
Numeracy

WORK EXPERIENCE

Work Experience
Relevant experience in a similar role.
Working in a culturally diverse environment.

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	FOU
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	FOU
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	FOU
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	FOU

Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Actively manages opportunities, risks and issues	Actively manages opportunities, potential risks and uncertainties to achieving the strategic objectives of the University.	FOU
Delivers service excellence	Understands customer needs and wants, both now and in the future, to agree, meet and manage service expectations and deliver an excellent service experience for University staff, students and the community.	FOU

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Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Drives effectiveness using digital technologies	Identifies, implements and uses new technology solutions in a secure manner to drive operational efficiency and effectiveness.	FOU
Enables compliance and integrity	Cultivates an environment in which students and staff act with integrity and comply with relevant laws, regulations and policies applicable to the University.	FOU
Facilitates organisational readiness	Facilitates, encourages and sustains the acceptance and adoption of new strategies, technologies, and processes, supporting University staff to adapt and respond to change.	FOU
Seeks insights to inform decisions	Gathers, consolidates and evaluates a range of information to uncover key insights and inform business decisions across the University.	FOU

Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	FOU
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	FOU
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	FOU
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	FOU
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	FOU
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	FOU
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	FOU
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	FOU
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	FOU