POSITION TITLE	**Administrative Assistant (Targeted)**
JOB PROFILE ID	**GAD_HEO4_01_SJP**
JOB CATEGORY	**Professional**
JOB FAMILY	**General Administration**
COMPENSATION GRADE	**HEO4**
MANAGEMENT LEVEL	**19 Individual Contributor**

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION
The Administrative Assistant (Targeted) performs general administrative and clerical duties for the designated work area, ensuring tasks are completed in an efficient and effective manner. They organise and maintain records, act as the initial point of contact within the work area and utilise judgement and procedural knowledge to organise the flow of information.

DECISION MAKING AND DELEGATIONS OF AUTHORITY
The Administrative Assistant (Targeted) works under routine supervision, performing tasks as directed and in accordance with defined responsibilities. They may make choices between established methods of work and plan and prioritise their work to ensure deadlines are met. They also resolve minor operational problems and routine matters related to responsibilities. They may provide advice that is reviewed and approved by more senior staff.

This is a Targeted Aboriginal and Torres Strait Islander Position. Preference will be given to applicants of Aboriginal and Torres Strait Islander descent. This Exemption is claimed under Section 21 of the Anti-Discrimination Act 1977.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	0127395 Clinical Trials Centre Manager - Miss Nuria Zamora
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.

THE UNIVERSITY OF SYDNEY

RESPONSIBILITY DESCRIPTION

1. Deliver general administrative services and operational support to the work area.

2. Explore administrative matters and prepares advice, recommendations, and solutions.

3. Analyse incoming enquiries and correspondence, prepare response utilising sound knowledge of work area, seeking further advice as necessary.

4. Provide high level administrative support in relation to diary, travel, general communications, and events for the work area.

5. Provide meeting coordination and secretariat support in relation to local committees for the work area.

6. Gather and organise data from a range of sources to update databases, systems, compile reports, charts, graphs and tables.

7. Liaise with internal teams and external suppliers to address facilities matters, office maintenance, and to ensure a clean and safe working environment for everyone.

8. Administer purchasing, payment and invoice management for the work area.

9. Develop and maintain productive working relationships across the University.

10. Other work activities relevant to the role's key accountabilities as approved by the Manager and commensurate with the role's classification level, including participation in special projects, communications, and other broader operational activities as required.

EDUCATION

Education
Certificate III - In a relevant field
Certificate IV - In a relevant field
Diploma or Advanced Diploma (Vocational Education) - In a relevant field
Other - An equivalent combination of relevant training and experience

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
Ability to Communicate Effectively
Computer Literacy.
Microsoft Office suite.
Numeracy
Organisation and Time Management.
Teamwork and Collaboration.

WORK EXPERIENCE

Work Experience
Business administration experience.

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