



<b>(A.) DEPARTMENT</b>	UCL Australia
<b>TITLE</b>	Administrative Officer (Academic)
<b>POST ID</b>	70413
<b>UCL GRADE</b>	Grade 6
<b>MODE OF EMPLOYMENT</b>	Ongoing
<b>TIME FRACTION</b>	Full-time
<b>REMUNERATION</b>	A\$51-293 – A\$61,247 plus an employer superannuation of 17% applies

## **(B.) OVERVIEW**

University College London (UCL) established its first overseas campus in Adelaide, Australia in early 2010. UCL is a world class research-led university. In Australia, UCL works closely with governments and the business sector – a partnership which is creating a unique teaching, executive training and research focus in a highly active sector. UCL Australia comprises three academic units: the UCL School of Energy and Resources, Australia, the International Energy Policy Institute (IEPI) and the Mullard Space Science Laboratory (MSSL).

UCL Australia offers teaching programmes at postgraduate level, including PhD and Masters, and a growing suite of Executive Education programmes. UCL Australia is a full academic department within UCL and occupies a state-of-the-art campus in Victoria Square.

## **(C.) THE ROLE OF ADMINISTRATIVE OFFICER (ACADEMIC)**

UCL Australia is gaining a reputation as an exciting, dynamic, multidisciplinary graduate school and research institute. The Administrative Officer (Academic) is an important new role supporting the growing academic administrative activities. The role spans the functions of academic support to the three academic units, including as Executive Officer to key committees and managing research projects and budgets. The role will suit an experienced graduate who enjoys working in a dynamic and stimulating team environment in a fast-paced intellectual setting. The successful candidate will have strong administrative skills, complemented by robust organisational and time management competencies and a capacity to undertake various projects within tight timeframes. Previous experience within a university environment will be a distinct advantage.

## **D. SPECIFIC AREAS OF RESPONSIBILITY**

The Administrative Officer (Academic) will:

- Act as Executive Officer to the Departmental Research Committee (DRC); Departmental Teaching Committee (DTC) and the UCL Australia Academic Board;
- Support the Student and Registry Services Director to achieve satisfactory regulatory and institutional compliance and QA measures;
- Provide general administrative support to the Director of IEPI and the Academic Director SERAus and other faculty (including complex travel and document preparation);
- Provide administration and reporting of research contracts;

- Liaise with the Finance Manager in general administration and financial management;
- Respond to enquiries;
- Coordinate teaching activities by members of the IEPI, including the Masters research projects;
- Develop and maintain effective working relationships with academic, administrative and management staff, to facilitate the smooth organisation of UCL Australia and to foster collaboration
- Follow and promote UCL Australia's policies, including equal opportunities policies;
- Maintain an awareness and observation of fire and health and safety regulations; and
- Carry out any other duties commensurate with the grade, purpose and spirit of the post.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

**(E.) CHAIN OF RESPONSIBILITY**

Reports to the Student and Registry Services Director.

**(F.) REQUIREMENTS**

**Person Specification**

	Essential	Desirable
<b>Academic Qualifications</b>	Degree or equivalent qualification	
<b>Experience and Knowledge</b>	Experience in the provision of high quality customer service.	Experience in the higher education environment
	Strong creative and organisational skills	Marketing and promotional experience
	Experience in administrative processes and systems	Knowledge of higher education Systems
	Project development, management and implementation experience	Understanding of risk management principles and systems
<b>Skills</b>	Excellent IT and database management skills	
	Analytical and strategic planning skills	
	Accuracy, numeracy and report writing skills	
	Outstanding organisational skills	
<b>Personal attributes</b>	Excellent communication and interpersonal skills, both written and oral. The ability to communicate effectively with a wide range of stakeholders	
	Experience of, and an aptitude for, the provision of high services standards.	
	Ability to work both as a team member within a dynamic 'corporate' environment; and independently using judgement and initiative	
	Enthusiasm and ability to work creatively with a commitment to continuous improvement.	
	Ability to work effectively under pressure, managing workloads, prioritising tasks and	

	having efficient time management skills	
	Diplomacy and tact	

## **(G.) APPLICATION PROCEDURE**

To apply please submit:

- A full CV and covering letter, demonstrating how you meet the essential criteria to be eligible for the position. In addition, it is advantageous if most or all of the desirable criteria are met. You must provide sufficient information in your application to enable the selection panel to make an informed assessment of your suitability for this role at short-listing;
- A completed “Information to be provided by CV applicants” and equal opportunities form – found at the end of this document;
- Confirmation that you are either an Australian Citizen or that you hold a valid visa which allows you to work in Australia; and
- The names, telephone numbers and email addresses of two referees and their relationship to you.

Enquiries and applications should be submitted by email to [m.stavrinakis@ucl.ac.uk](mailto:m.stavrinakis@ucl.ac.uk).

**Closing date for applications: midnight (GMT) Sunday 14 July 2013**

June 2013

**UNIVERSITY COLLEGE LONDON**

To be completed by all those submitting a CV in application for a post with University College London. Our equal opportunities policy includes the provision that in recruitment, the only consideration must be that the individual meets or is likely to meet the genuine requirements of the job. No one will be discriminated against on the basis of sex, age, race, colour, ethnic origin, physical disability, marital status, sexual orientation, caring or parental responsibilities, or belief on any matters including religion and politics.

Please complete this form in black ink/biro or by typing or an audio cassette.  
Application for the position of:

Department:	Ref No or Job Code:
<hr/>	
Surname:	Title:
Other Name(s):	Preferred Forename:
Address:	Telephone numbers and email address where we may contact you
	Work tel: Home tel: Email:
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**PERSONAL INFORMATION**

Are you an Australian Citizen or permanent Resident?		Yes/No
If you are not an Australian Citizen/ permanent Resident, do you hold a valid working visa?		Yes/No
If you hold a visa, please advise us of your visa type and expiry date:		
Visa type:		Visa expiry date:
Appointment to certain posts, as stated in the advertisement and job pack, is subject to a National Police Certificate check. By signing the Declaration you consent that the organisation will seek information for background verification from the South Australia Police and any associated special lists, where we have stated it is necessary to do so.		
Have you ever been found guilty of any criminal offence? (This includes offences where a conviction was not recorded). If yes, please provide details:		Yes/No
Are you currently facing charges yet to be determined for any criminal offences? If yes, please provide details:		Yes/No
Do you have a Personal Relationship with any member of staff or student at UCL?		Yes/No
If so, please give details:		

See <a href="http://www.ucl.ac.uk/hr/docs/personal_relationships.php">http://www.ucl.ac.uk/hr/docs/personal_relationships.php</a> for more details	
If employed, how many days sick leave have you had in the last 24 months?	
Where did you see this vacancy advertised?	
Current or former UCL staff/students please enter your UPI number if known:	

**To the best of my knowledge the answers given to the questions contained in this application and all statements made are true and accurate. Any falsification may be considered sufficient cause for rejection or, if employed, dismissal.**

Signature of Applicant.....Date.....

**CONFIDENTIAL: EQUAL OPPORTUNITIES CLASSIFICATION FORM**

UCL Australia has a commitment to ensuring that staff are appointed, and promoted on the basis of merit, regardless of ethnic origin, sex or disability, sexual orientation, race, colour, nationality (within current legislation), marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

Monitoring enables us to see what is happening in practice, to assess the impact of our equal opportunities policy and its implementation, to set any targets for improvements, and measure progress. To enable us to do this, and to make the exercise successful, we rely on the following details.

On receipt, this form will be separated from your application form/CV. The information provided will be treated in the strictest confidence and will only be used for the purposes of monitoring. **Thank you for your co-operation.**

<b>Name</b>	<b>Job Title/Ref. N°</b>
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**Please complete all 5 sections:**

<p><b>1. Ethnic/ Cultural Background</b></p> <p><input type="checkbox"/> Aboriginal origin</p> <p><input type="checkbox"/> Torres Strait Islander origin</p> <p><input type="checkbox"/> Aboriginal or Torres Strait Islander origin</p> <p><input type="checkbox"/> Any other background</p> <p>Please specify:</p> <p><input type="checkbox"/> Withheld</p> <p><b>2. Sex</b></p> <p><input type="checkbox"/> Male                      <input type="checkbox"/> Female</p>	<p><b>3. Nationality</b></p> <p><input type="text"/></p> <p><b>4. Are you disabled or do you have an impairment or medical condition?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(Examples of a 'condition' may include impairment of senses, co-ordination, memory, mobility, learning, health or well being )</p> <p><b>5. Date of birth</b></p>
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