



(A.) DEPARTMENT	UCL Australia
TITLE	Administrative Officer (two positions)
POST ID's	70410/70412
UCL GRADE	Grade 5
MODE OF EMPLOYMENT	Ongoing
TIME FRACTION	Full-time
REMUNERATION	A\$43,011 – A\$49,247 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

UCL Australia is gaining a reputation as an exciting, dynamic, multidisciplinary graduate school and research institute. The Administrative Officer will be the frontline contact for prospective and enrolled students. The role includes responsibilities for recruitment and admissions, as well as ensuring the student experience is rich and rewarding. The Administrative Officer provides a range of support services to students, academic and non-academic staff as well as relevant IT systems. The roles will suit a highly motivated individual who enjoys working in a dynamic and stimulating team environment in a fast-paced intellectual setting. The successful candidate will have strong customer service skills, complemented by robust administrative and time management skills and a capacity to undertake various projects within a tight timeframe.

D. SPECIFIC AREAS OF RESPONSIBILITY

The Administrative Officer supports three main areas, including:

1. Recruitment and Admissions
 - Admission enquiries
 - Management of applications through the student application system
 - Preparation and evaluation of admissions and recruitment reporting
2. Student Services

- Being the first point of contact for enrolled students
- Maintenance of student records
- Managing student focussed activities (orientation, graduation, field trips, social and academic events etc)
- Library administration

3. General Administration

- IT and telephone support
- Coordination of administrative systems
- Procurement (stationery and other consumables)
- Administrative support (travel, facilities and equipment support)

In addition the administrative officer will be required to:

- follow and promote UCL's policies, including equal opportunities policies
- maintain an awareness and observation of fire and health and safety regulations
- 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

Student and Registry Services Manager.

(F.) REQUIREMENTS

Person Specification

	Essential	Desirable
Academic Qualifications	Completion of a Certificate III or an equivalent combination of administrative experience and education/training	
Experience and Knowledge	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
		Understanding of risk management principles and systems
Skills	Well developed computer skills, including high level keyboard skills, extensive experience with the Microsoft suite of applications, electronic mail and the internet	
	Excellent IT skills including the ability to trouble shoot basic IT related queries and request	Higher level IT training
	Outstanding organisational skills	
Personal attributes	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 to use judgement and initiative	
	Enthusiasm and ability to work creatively with a commitment to continuous improvement and further training	
	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 l.yeap@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:
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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 http://www.ucl.ac.uk/hr/docs/personal_relationships.php 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.**

Name	Job Title/Ref. N°
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Please complete all 5 sections:

<p>1. Ethnic/ Cultural Background</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>2. Sex</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>3. Nationality</p> <p><input type="text"/></p> <p>4. Are you disabled or do you have an impairment or medical condition?</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>5. Date of birth</p>
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