



POSITION DESCRIPTION

JOB TITLE	Corporate Services Officer
BUSINESS UNIT	Corporate Services
REPORTING TO	People, Culture & Development Manager
LOCATION	Armidale
CLASSIFICATION	Clerks – Private Sector Award – Level 2
DATE	June 2022

PURPOSE OF THE POSITION

The Corporate Services Officer will contribute to the efficient operation of the Corporate Services Office under the guidance of the People, Culture & Development Manager.

The Corporate Services Officer will be responsible for undertaking administrative duties on behalf of the UNE Life Corporate Services Team.

ORGANISATIONAL CONTEXT

UNE Life is a wholly owned, not-for-profit entity of the University of New England independently governed by a Board of Directors and managed by a Director. We are a business dedicated to enhancing the experience of our students, staff and community through the provision of quality and innovative service both on-campus and off campus in the wider Armidale community.

UNELife is divided into five (5) business units:

- Commercial Services - incorporating our retail outlets, restaurant and cafes, catering and cinemas businesses
- SportUNE – incorporating our gym, on campus sporting facilities, and recreational facilities/activities
- Safety, Security & Information
- Event Management
- Corporate Services – finance, governance, information management and human resources.
- Student Experience – incorporating Tune FM (student radio) and Advocacy & Welfare services

Our success to date has been built upon our ability to deliver a financially viable business whilst maintaining a relentless focus on performance and service excellence.



KEY ACCOUNTABILITIES

1. Provide administrative support to the UNE Life Corporate Services team and provide a customer focused service to clients across all of the UNE Life business areas;
2. Assist with the duties of Accounts Receivable, Accounts Payable, when required;
3. Assist with payroll and HR administration tasks, when required;
4. Assist with Reception duties as required, in Administration Assistant role;
5. Perform filing of all correspondence and records including archiving and storage of documents in accordance with UNE Life's Record Management Policy and Procedure;
6. Assistance in respect of UNE Life's Procurement Processes including entry of purchase orders and extraction and summary of procurement data for analysis.

LEADERSHIP ACCOUNTABILITIES

- Promote UNE Life values.
- Promote a safe, efficient, and effective work environment by promoting a positive, healthy, safe and innovative work environment.

KEY RELATIONSHIPS

- Direct Reports:
 - N/A
- External Stakeholders
 - Suppliers
 - Contractors, etc
- Internal Stakeholders:
 - UNE Colleagues
 - UNE Life Colleagues

SELECTION CRITERIA

1. Relevant Certificate qualifications and experience.
2. Demonstrated administrative experience (+ HR experience desired), word processing skills with an ability to use UNE Life systems, software applications such as Microsoft Word and Excel, and financial management software appropriate to the position, with a high degree of accuracy and attention to detail.
3. Demonstrated interpersonal, listening and communication skills with the ability to develop and maintain networks and contacts and relate to stakeholders from diverse backgrounds.
4. Proven organisational skills including the ability to assess priority of tasks, manage workload and meet multiple (or conflicting) deadlines.



5. Demonstrated ability to exercise judgement and discretion appropriate.
6. Demonstrated ability to be flexible, to work proactively and cooperatively in a small team and to build productive working relationships.

SPECIAL REQUIREMENTS

1. Willingness and ability to be flexible, both in terms of duties and hours of work.
2. Current driving licence and the ability to travel between sites as required.

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.

CHALLENGES

Major challenges facing the position are,

- Able to work under pressure, think laterally, react quickly and flexibly and manage competing priorities.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Staff member			
Supervisor			

