



POSITION DESCRIPTION

JOB TITLE	Administration Assistant
BUSINESS UNIT	UNE Life
REPORTING TO	Events & Special Projects Manager
LOCATION	Armidale
CLASSIFICATION	Award Free
DATE	November 2023

PURPOSE OF THE POSITION

The Administration Assistant for UNE Life will work as a team member to provide administration support to contribute to the effective and efficient operation of the Events & Catering Team.

ORGANISATIONAL CONTEXT

We are a wholly owned, not-for-profit entity of the University of New England (UNE) independently governed by a Board of Directors and led by a Chief Executive Officer. Put simply, we are a company that is also part of the University family.

Our mission at UNE Life is to provide an outstanding experience both on, and off our University campuses.

We are the bridge between the University and its many communities. We are a team that gets things done together with a focus on honesty and respect for one another.

One of our bigger success measures revolves around our commitment to quality service for the UNE and the wider community. We offer a unique set of services which are divided into 5 business units, these include:

- Student Experience – includes clubs & societies, our student-powered radio TuneFM, our independent student Advocacy & Welfare Services, and specific events & activations from orientation, to graduation.
- Commercial Services - includes our retail outlets, food & beverage services, event management & catering, and Belgrave Cinema.
- SportUNE – includes our state-of-the-art community gym, on-campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information - includes around-the-clock security services for the University.



- Corporate Services – includes Finance, People & Culture, Branding & Marketing, IT Management, and Contract Management.

UNE LIFE VALUES

We believe our values reflect who we are as a team. Alignment with these values is key to your success with UNE Life.

- Honesty – transparency builds trust
- Respect – yourself, others, and all we do
- We are a team – we get things done, together
- Never settle – we live for continuous improvement
- Surpass expectations – we focus on customer satisfaction
- We're committed – we do what we do because we believe in it.

KEY ACCOUNTABILITIES

1. Assisting with all administrative processes within the event and catering area, including coordinating and maintaining event and catering database, providing event and catering quotes, handling deposits, reconciliations, invoices, monitoring and reviewing costings.
2. Providing operational and logistical support to the event and catering team including but not limited to setup, pack down, event execution and catering deliveries
3. Assist with the preparation of project-related documents including budgets, discussion papers, and staff memos.
4. Assist with the coordination of resources from a range of internal and external stakeholders including staff, equipment and infrastructure, contractors, venues, etc.
5. Utilise superior problem-solving skills to overcome challenges and changing needs.
6. Assist with the preparation of communication and promotional materials for venues, events and activations.
7. Assist with meeting compliance obligations including risk assessments, workplace health and safety, and relevant University protocols.
8. Operate a computer using Microsoft Office Suite to produce general administration documents, schedule tasks and catering and organise meetings.
9. Be aware of the University's and UNE Life's policies and procedures relating to equal opportunity, risk management, Workplace Health and Safety, records management and quality assurance as they apply to this position.
10. Perform all of the above duties in a timely manner; and work independently on specific tasks when established rules, procedures and guidelines are provided and understood.

Note: *It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.*



LEADERSHIP ACCOUNTABILITIES

- Espouse UNE Life values
- Promote a safe, efficient, and effective work environment by promoting a positive, healthy, safe and innovative work environment.
- Promote a harmonious and inclusive workplace free of discrimination, harassment and bullying.

KEY RELATIONSHIPS

- Direct Reports:
 - N/A
- External Stakeholders
 - UNE Staff & Senior Executive
 - UNE Students
 - Community leaders
 - Community organisations
 - Contractors
- Internal Stakeholders:
 - UNE Life Colleagues

SELECTION CRITERIA

1. Relevant tertiary qualifications and/or equivalent experience in administration and/or event management.
2. Developed problem-solving skills and ability to understand expectations and challenges, at an operational level.
3. Excellent organisational skills including the ability to assess priority of tasks, manage workload and meet multiple or conflicting deadlines, both collaboratively and independently.
4. Demonstrated interpersonal skills and demonstrated ability to liaise and consult effectively with a wide range of people and backgrounds.
5. Demonstrated planning and organisational skills, with the ability to coordinate resources and communications across a number of events and projects at one time.
6. Highly developed IT skills, including Word, Excel and other MS office programs, database management, and foundational knowledge of IT hardware.
7. Demonstrated ability to be flexible, to work proactively and cooperatively in a small team and to build productive working relationships.
8. Must always be well presented, have a great work ethic and the ability to perform well under pressure with a positive can-do attitude.



SPECIAL REQUIREMENTS

1. Willingness to work weekends, nights and public holidays.
2. Current driving licence and the ability to travel between sites as required.
3. Responsible Service of Alcohol – maintain a current competency card.
4. Maintain current First Aid certification.
5. Food safety certificate.

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.

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
Employee			
Supervisor			

