



## **POSITION DESCRIPTION**

<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Type of Employment:</b>	Part time (4 days per week, Mon, Tues, Wed & Fri) Fixed term 1 year appointment.
<b>Remuneration:</b>	A salary package consisting of: Salary commencing at \$37576 pa (0.8 FTE) Employer superannuation of 9.5% Annual Leave Loading of 17.5%
<b>Closing Date:</b>	Friday 6 <sup>th</sup> March 2015
<b>Commencement Date:</b>	Monday 23 <sup>rd</sup> March 2015
<b>Further Information:</b>	Mrs Catherine Maher – (02) 9435 4600

## **BACKGROUND**

Sydney Institute of Marine Science is a collaborative research and training institute bringing together the scientists from five NSW universities plus state and federal marine and environmental agencies. This collaborative venture is based at the former defence depot at Chowder Bay adjacent to Clifton Gardens and enables marine scientists and students in Sydney and NSW to investigate links between near shore marine environments, urban harbours, fisheries, ocean processes and marine biodiversity.

SIMS is looking for a competent Administrative Assistant to contribute to the smooth and efficient running of the Institute and provide administrative and clerical support to the Senior and Executive staff. This position is a temporary position for 12 months to support SIMS operations while the current incumbent is on maternity leave.

## **DUTY STATEMENT**

### **Primary Purpose of Position**

The Administrative Assistant will work and contribute positively to provide Institute-wide administrative support and take a responsible role in the establishment, maintenance and improvement of the office systems and policies and procedures to ensure its efficient operation

### **Key Responsibilities**

- Manage external phone calls and provide calls with direction to the relevant staff member or take and forward messages in an accurately and timely manner.
- Arrange meetings, small events and conferences;
- Manage bookings and use of administration meeting facilities;
- Draft agendas, minutes, correspondence and briefing notes as required;
- Assist with day-to-day operations and processes in areas such as finance and human resources;
- Undertake general office duties (filing, photocopying, mail sorting) as required;
- Assist with SIMS media and communications such as ongoing maintenance of the SIMS website, social media and newsletters;
- Setup of accommodation and room preparation for meetings;
- Assist in other areas of SIMS operations as directed.

### **Reporting Relationship**

The Senior Administration Officer is responsible for the day to day supervision of Administrative Assistant.

## **SELECTION CRITERIA**

### **Qualifications and Experience**

#### *Essential*

- Previous relevant experience working within an office environment;
- Experience working in a front office role;
- Experience operating an organisational-wide phone system.

#### *Desirable*

- Current C Class Drivers Licence;
- First Aid certification.

### **Knowledge and Skills**

#### *Essential*

- High level of computer competency across a range of applications including Microsoft Office and skills in utilising both email and the internet.
- Demonstrated high level verbal communication skills with the ability to liaise effectively with team members and the academic science community.
- An ability to minute meetings in an accurately and timely manner.

#### *Desirable*

- Experience with answering and dispatching calls via a computer based phone system.

### **Personal Qualities**

- An ability to work for and with a diverse range of team members; executive officers and academics;
- Excellent telephone manner and personal presentation;
- An ability to maintain confidentiality and exercise discretion;
- An interest in environmental sciences;
- Reliable and punctual.

## APPLICATION

Applications must consist of the following:

- **Covering Letter**, The covering letter should include your contact address and telephone number. This is an opportunity in not more than one page to introduce yourself and outline the key reasons why you should be considered for the role.
- **Curriculum Vitae or Resume**, This is a history of your employment and experience that covers the following areas:
  - i. Educational qualifications that detail the full title of the qualification, year attained and title of the institution attended.
  - ii. Employment history in chronological order, starting with the most current position and specifying dates of employment, title of position, name of employer, main duties or accountabilities and achievements.
  - iii. The names and contact details (preferably phone & email) of three referees, including if possible a senior person (preferably your supervisor) closely associated with your current position.
- **Selection Criteria**, A brief statement addressing how you meet each of the selection criteria is required to assist the Selection Committee to determine whether you have the relevant qualifications, experience, knowledge/skills and personal qualities.

### Applications are to be sent to:

Senior Administration Officer  
Sydney Institute of Marine Science  
Building 19  
Chowder Bay Road  
Mosman NSW 2088

Or email: [catherine.maher@sims.org.au](mailto:catherine.maher@sims.org.au)

### Please note:

- Applications may be submitted by either email or hardcopy.
- Hardcopy Applications should not
- Do not send applications that are bound or enclosed in plastic or manila folders
- Staple the application at the top left hand corner
- Retain a copy for your reference, applications will not be returned to the applicant

### Selection Process

A Selection Committee will consider all applications and shortlist candidates for interview who appear to meet the selection criteria at the highest levels. They will be invited to attend an interview and the remaining unsuccessful applicants will be notified accordingly.