



POSITION DESCRIPTION

Job Title:	Administrative Officer
Type of Employment:	Fixed term, part time appointment 30 hours per week
Remuneration:	\$ 45,000 pa (<i>including 9% Superannuation, 17.5% Annual Leave Loading</i>)
Closing Date:	5.00 pm Monday 21 st December 2009
Further Information:	Paul Hallam (02) 9969 2664 paul.hallam@sims.org.au

BACKGROUND

The Sydney Institute of Marine Science (SIMS) is a joint initiative of four universities (Macquarie University, University of Sydney, University of NSW and the University of Technology Sydney) to develop a multidisciplinary marine research institute that has a major focus on the Sydney Harbour precinct. This collaborative venture is based at the former naval depot at Chowder Bay adjacent to Clifton Gardens and will enable marine scientists and students in Sydney and NSW to investigate links between nearshore marine environments, urban harbours, fisheries and marine biodiversity.

SIMS has recently been awarded \$19.5M through the Education Investment Fund, an initiative of the Dept of Industry, Innovation, Science & Research, as part of the Federal Governments Super Science Initiative announced at the 2009/10 federal budget. These funds are to be utilised to build the SIMS facilities into a world class research institution.

DUTY STATEMENT

Primary Purpose of Position

The successful applicant will be responsible for day to day administrative duties at SIMS, this will include assisting the Institute's CEO and COO. You may also be required to assist in coordinating the promotion of the Institute to the wider community and liaising with the community with regard to Institute activities and communicating with existing and potential supporters.

Key Responsibilities

- Front of house administration, including general reception duties and upkeep of office.
- Provide administrative support to CEO and COO
- Assist the Financial Officer with administrative tasks.
- Coordinating facility bookings for meetings, workshops, etc.
- Assist with the preparation and distribution of meeting papers and completion of minutes for various SIMS committees
- Assist with the planning and coordination of SIMS based events; including but not limited to research workshops / seminars, Open Days, public lectures.
- Assist with the organisation of SIMS Foundation activities when required.
- Assist with the publishing of the SIMS newsletter; collecting articles & photos, assisting with editing and printing.
- Assist with updating of the SIMS webpage.
- Other related duties as assigned by the CEO and/or COO.

SELECTION CRITERIA

Qualifications

Essential

- An equivalent combination of relevant training and experience in a administrative and / or public communications role.

Knowledge and Skills

Essential

- High level of organisational skills including the ability to operate independently while prioritising demands and meeting deadlines
- Demonstrated high level written and verbal communication skills
- High level of computer competency across a range of applications including Microsoft Office, databases and skills in utilising both email and the internet.
- Ability to liaise effectively with industry, government and professional bodies
- Ability to manage and prioritise multiple projects concurrently
- A thorough understanding of record management practices

Desirable

- Knowledge and basic competencies in Public Relations and/or Marketing

Experience

Essential

- A minimum of three years experience working in an administrative role

Desirable

- Previous experience working in an administrative role within the university or government sectors

Personal Qualities

- Commitment to accuracy and attention to detail
- Ability to work with a diverse range of people
- Ability to work autonomously as well as part of a small team
- Good organisational skills
- An enthusiastic interest in the marine environment
- Ability to maintain confidentiality and exercise discretion

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 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, knowledge/skills, experience and personal qualities.

Applications are to be sent to:

Chief Operating Officer
Sydney Institute of Marine Science
Building 22
Chowder Bay Road
Mosman NSW 2088

Or email: paul.hallam@sims.org.au

Please note:

- Applications should be typed
- 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.