



Administrative Officer

Job no: 495335

Work type: Fixed term / Full time

Location: Sydney, NSW

Categories: Administration

- **One of Australia's leading research & teaching universities**
- **Vibrant campus life with a strong sense of community & inclusion**
- **Enjoy a career that makes a difference by collaborating & learning from the best**

At UNSW, we pride ourselves on being a workplace where the best people come to do their best work.

UNSW Law is Australia's leader in progressive and rigorous legal education and research. Ranked 16th in the world among all law schools, UNSW Law is committed to the development of contemporary professional skills and inspired by principles of justice. UNSW Law through its teaching, research and community outreach promotes a holistic understanding of law and its role in society. The Faculty's strong sense of social responsibility embodies a commitment to promoting equity, diversity, and social justice while actively engaging in law reform and policy development domestically, regionally, and globally.

About the role

- **\$85,326 - \$91,023** plus (9.5% superannuation and leave loading)
- Fixed-term (12 months)
- Full-time

The Administrative Officer will oversee the day-to-day activities of the Practical Legal Training (PLT) program in accordance with the program's overall strategic direction and its teaching priorities. This role will manage the administrative operational requirements as well as apply policies, procedures and guidelines and oversee the marketing strategies of the PLT program.

The role of the Administrative Officer reports to the Education Support Manager with a dotted reporting line to the Program Director, Practical Legal Training (PLT) and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include

- In conjunction with the PLT Director and Deputy Directors:
- Implement and manage a PLT Program for UNSW Law;
- Manage accreditation and reaccreditation and other regulatory requirements of the PLT program;
- Produce and maintain budget reports including expenditure, audits, forecasts, and monitoring of expenditure;
- Draft administrative policies, operational guidelines and process improvements on the PLT program including strategies for marketing the PLT program;
- Manage the assignment of copyright for the content of the PLT Program, including copyright permission requests, digital uplift, and formatting/sub-editing of documents
- Respond to student focussed queries and engagement with prospective and current students, professional practice groups and maintain internal and external stakeholder relationships.
- Manage day-to-day administrative operational requirements of the PLT program including timetables, teaching allocations and maintenance of AIMS
- In consultation with Division of External Relations (DEX), draft communication strategies including print marketing tools, website/online portals and social media. Ensure the marketing elements of the drafting, proofing and publishing is within required timeframes and ensure communication plans are communicated to all relevant stakeholders
- Manage databases, systems and record management, including compiling databases of SME's
- Coordinate third-party software technology contracts, rosters and resourcing such as AV equipment and relevant readings and documentation and ensure compliance of intellectual property
- Prepare contracts, coordination of sessional staff, inductions, training and manage invoices received
- Other administrative support for the PLT Program and Faculty Education Support unit as directed by the supervisor
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

You should systematically address the selection criteria listed within the position description in your application. Please apply online - applications will not be accepted if sent to the contact listed.

Contact:

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Applications close: 15th Nov 2018 11pm

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