

Administration Officer

Reference: 117039

Type: Permanent

Location: Gold Coast, Australia

Industry: Education and Training

Salary: AU\$67754 - AU\$76009 per annum + 17% Super

About Griffith University

At Griffith University we believe in, strive for and celebrate the remarkable.

We are known for our high impact research, outstanding student experience, our commitment to social justice and our welcoming environment. We rank in the top 2% of universities worldwide and we're proud of our remarkable achievements, of our people and their passion for making a positive difference. Together we contribute to the development of knowledge and learning in an attractive environment which values excellence, equity, diversity, and innovation.

The First Peoples Health Unit is committed to increasing Aboriginal and Torres Strait Islander student success towards a more highly skilled, highly educated Aboriginal and Torres Strait Islander health workforce. The First Peoples Health Unit engages with its internal and external partners and the internal and external communities we serve. This engagement assists the unit in its planning activities, improving performance, and enhancing the reputation of our research, learning and teaching activities.

The opportunity

The Administration Officer will contribute to the efficient and effective operations of the First Peoples Health Unit and provide administrative support to the Senior leadership team and in particular to the Professor and Director of the First Peoples Health Unit.

This is a continuing, full time position based at the Gold Coast campus. Griffith is a multi-campus university and therefore it is understood that this position will work across campuses as required.

This position has identified criteria. The appointable candidate must have experience with, exposure to or cultural affiliation with Australian First Peoples communities. Aboriginal and Torres Strait Islander Candidates are encouraged to apply.

About you

The successful candidate will have a minimum of an associate diploma qualification plus demonstrated experience, or an equivalent combination of skills, knowledge and experience. To be successful in this role you will possess high level interpersonal and communication skills coupled with the ability to work with minimal supervision, exercise initiative and prioritise competing deadlines.

Salary range

HEW Level 5: \$67,754 - \$76,009 per annum. Salary package including 17% employer superannuation contribution: \$79,272 - \$88,930 per annum.

How to apply

Please submit your application online and ensure your application includes the following:

- Statement addressing each of the selection criteria in the position description;
- One page covering letter outlining your suitability for the role
- Current curriculum vitae/resume which should include:

- Full name, address, telephone number and email address;
- Details of education, professional training and qualifications;
- Employment history, including present position;
- Name and contact details of three referees.

Obtain the position description by clicking on the Apply button. You will be redirected to the Griffith University job search page where you will be able to access the position description.

Note: Application attachments should be saved as .doc, .docx or .pdf only. File names should be no more than 25 characters long and should include letters and numbers only.

Applicants for General Staff positions (non-academic) must have unrestricted work rights.

What we offer

Working for one of the most influential universities in Australia and the Asia-Pacific region, you will join a University that spans six campuses in South East Queensland and all disciplines, while our network of more than 200,000 graduates extends around the world.

At Griffith University, we've worked hard to create a culture that will challenge you to be curious, creative and courageous. We also support the professional and personal development of all our employees and invest in the skills of our people.

Griffith University values diversity, inclusion and flexibility and we encourage Aboriginal and Torres Strait Islander, and people of all backgrounds to apply. Griffith's strategic goals are to also increase the proportion of women in senior academic and administrative roles and in Science, Technology, Engineering, Mathematics and Medicine (STEMM).

Further information

For further information about this role, please contact Ms Tasha Langham, Senior Executive Officer on (07) 567 80710.

For application queries, please contact People Support Team on (07) 3735 4011.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply. If you wish to discuss First Peoples Employment further please contact the First Peoples Employment Coordinator - Joshua Long on (07) 37355403 or joshua.s.long@griffith.edu.au

Closing date: Tuesday, 1 December 2020 at 5 pm AEST. All applications must be submitted online.

As the team experience high volumes of applications, we appreciate your patience to allow for a timely and fair process for all.

Please note: We do not accept unsolicited CV's from Recruitment agencies / third parties and we will not be liable or responsible for any fees or costs associated with unsolicited CV's sent directly to Line Managers.

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JOB LINK**