

Facilities and Services Administration Officer – Indigenous Applicants

- Provide high-level administrative support to our Campus and Asset Services team
- **Full time, fixed term** position at our **Hawthorn** campus
- HEW 5 \$69,876 - \$76,680 + 17% superannuation

Benefits

- Participate in regular staff and management development programs
- Onsite childcare
- Discounted gym memberships – including Hawthorn Aquatic and Leisure Centre (HALC)
- Free access to the HALC swimming pools
- Onsite health services
- Private health insurance discounts
- Weekly yoga and Pilates classes
- Discounted annual Myki cards are available to Swinburne staff

To find out more about the extensive range of benefits offered to Swinburne employees please visit [Careers at Swinburne](#).

How to apply and further information

At Swinburne, we celebrate our diverse culture and the strength this brings to our workforce. We are committed to our Indigenous Employment Strategy and are therefore seeking to increase the representation of Aboriginal and/or Torres Strait Islander peoples within the University, where traditionally they have been under-represented. Specifically, the Facilities and Services Group would like to grow the Indigenous workforce to further enhance the capability within these disciplines. Pursuant to a Special Measure under Section 12 (1) of the Equal Opportunity Act 2010 (Vic), we will therefore only consider applications from suitably qualified Aboriginal and/or Torres Strait Islander candidates for this position.

To find out more about our **Indigenous Employment Strategy** please [CLICK HERE](#).

To view the position description or to start an application please click on 'apply' or 'begin' and submit a resume, cover letter and a **response to the Key Selection Criteria**, as listed in the position description.

For further information about this position, contact **Nitin Saxena, Associate Director - Campus and Asset Services**, on (03) 9214 3473 or via nsaxena@swin.edu.au.

If you are experiencing technical difficulties with your application, please contact the Recruitment team on staffrecruitment@swin.edu.au

Should you require further support for an interview due to special needs or consideration, please contact Maree Norden, Diversity & Inclusion Manager at inclusion@swin.edu.au. For support or queries related to Aboriginal and Torres Strait Islander employment, please contact DeadlyCareers@swin.edu.au

Agency enquiries will not be accepted for this position.

Swinburne is a large and culturally diverse organisation. We are proud of our commitment to equity and inclusion through key initiatives such as our Charter of Cultural Diversity, Pride@Swinburne Strategic Action Plan, Science in Australia Gender Equity (SAGE) Action Plan and our Reconciliation Action Plan. Equity and diversity are integral to our 2025 vision to be a world class university creating social and economic impact through science, technology and innovation.

Applications close at 5pm on Monday, 1 February 2021.

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Seek Summary View

Bring your extensive administrative and customer services skills to our award-winning university and enjoy a true multi-tasking and variety plus position.

About the Job

As a member of the Campus and Asset Services team, the Facilities and Services Administration Officer is expected to work across a range of activities within the unit. This includes, but is not limited to, participation in the operation of the Facilities and Services Operations Service Desk, processing invoices and work orders, maintaining a range of registers and as required, providing administrative support for the Campus and Asset Services team and the Associate Director, Campus and Asset Services.

The role also supports the contract management process across a range of services within the Facilities and Services Group, where you will liaise with clients, assess their requirements and respond accordingly meeting service expectations.

About Swinburne University of Technology

Swinburne is a multi-sector university of science, technology and innovation with more than 54,000 students and 5,000 staff globally. We offer postgraduate, undergraduate, vocational education and online education to provide students with a variety of work-relevant pathways. Our mission is to be a world-class university, creating economic and social impact through science, technology and innovation. We aim to deliver future-ready learners, research with impact and innovative enterprise.

Be a key player in helping Swinburne achieve its vision and deliver our 2025 Strategic Plan. Through IT, Finance and our Facilities & Services Group, the Swinburne Operations team aligns with the university's three strategic pillars – Future Ready Learners, Research with Impact and Innovative Enterprise.

About you

To be successful in the role, you will have:

- An undergraduate qualification, and/or equivalent combination of relevant experience within an administration role within a multi-site business
- Demonstrated experience in a finance management system, preferably Finance 1, archiving systems such as TRIM and proficiency in Microsoft applications including word processing, spreadsheets and a working knowledge of systems
- Understanding of administration requirements for facilities and resources in a large, multi-site business
- A current drivers licence valid for use in Victoria

A full list of selection criteria is available within the position description.

**Click for further
information and
to apply**