

# Role Description

## Administration Officer (Part time)

Project/Business Unit	Administration
Location	Chowder Bay, Mosman
Classification/Grade/Band	HEW Level 2 Step 1
Full Time Equivalent	0.72 FTE (50 hours per fortnight)
Role Number	2022-04
Date of Approval	06/05/2021

### Overview

Sydney Institute of Marine Science is a collaborative research and training institute bringing together researchers from four NSW universities (University of Technology Sydney, Macquarie University, the University of NSW, the University of Sydney) plus state and commonwealth marine and environmental agencies. SIMS is a not-for-profit unlisted company incorporated venture is based at Chowder Bay which is a place of significance for the Borogegal People. with the stretch of water between Chowder Bay and Obelisk Beach referred to as Taiiangy.

Our unique harborside location enables marine scientists and students in Sydney and the broader marine science community to investigate links between near shore marine environments, urban harbours, fisheries, ocean processes and marine biodiversity.

SIMS is in the early stages of delivering a 10-year strategic plan that will lift the institute towards becoming a key research organisation in Australia during the UN Decade for Ocean Science for Sustainable Development (2021-2030) and UN Decade of Ecosystem Restoration (2021-2030). Over the coming years SIMS aims to deliver an increased return in value to its partner organisations and the broader community. SIMS will deliver this through the continued provision of best practice research, provide industry, government and other organisations a 'single door' approach to the marine science knowledge and expertise of our partners, to lead and co-develop large research programs that deliver on priority coastal issues and de-risk coastal developments, as well as provide a social-enterprise platform from which new products, scientific services and financial mechanisms will provide continued reinvestment in our ocean's health.

To enable the delivery of this strategic plan SIMS is seeking an Administration Officer to support our core business services and facilities. The Institute provides access to shared office, accommodation and conference space which creates an active and vibrant hub for marine science in NSW. The Administration Officer will focus on the support of our shared spaces and our researchers, as well as support our core business services.

This entry level position offers an opportunity to join a fantastic team on the foreshore of Sydney Harbour and play a pivotal role in delivering our objectives during the UN Decade for Ocean Science for Sustainable Development. The SIMS culture is one that embraces diversity and inclusiveness, encourages staff to be actively engaged with the SIMS community and the marine environment, and respects and supports a healthy work life balance.

## Primary purpose of the role

The Administration Officer will be the primary point of contact for a number of stakeholders across the Institute to provide day-to-day administrative support services.

## Key accountabilities

- Liaise with clients and manage day to day requirements of conference & event bookings, such as;
  - Take and co-ordinate meetings, conference and event bookings,
  - Manage the preparation of rooms for use,
  - Provide a point of contact for general & 'on-the-day' support to clients including simple AV support,
  - Collect and provide billing details to Finance Officer for invoicing.
- Front of house duties
  - Manage external phone calls and direct to the relevant staff member or take and forward messages,
  - Arrange courier deliveries and shipments as needed,
  - Organise purchase of stationery and other office supplies,
  - Oversee contracted housekeeping services,
  - Manage accommodation bookings, check-in/check-out process organise changeover housekeeping,
  - And assist in other areas of SIMS operations as requested.
- Provide administrative support to the Chief Executive Officer and General Manager, such as:
  - Arrange and attend meetings as requested,
  - Provide general administration support as needed.
- Provide administrative support to key SIMS stakeholders, including;
  - Arrange and attend meetings as required;
  - Assist with drafting agendas and minute taking;
  - Arrange catering as required;
  - Organize on the day meeting logistics.
  - Assist with travel bookings for ad-hoc staff travel;
  - Liaise with approved travel agent with regarding complex, international or non-trans-Tasman bookings.
- Provide administrative support to the SIMS Foundation including:
  - Support the Foundation by assisting with logistics for meeting, tours and other engagements (i.e. catering, handouts, room bookings),
  - Provide assistance to the SIMS Foundation board by attendance at and minute taking of meetings,
  - Provide general administrative support to the SIMS Foundation Board as requested.
- General administrative support of Salesforce database
  - Data entry and maintenance of SIMS contacts in Salesforce,
  - Assist with mailouts as requested.

## Key challenges

- Assisting multiple stakeholders, at times with limited resources and tight deadlines.
- The need to balance competing demands and priorities.

## Key relationships

Who	Why
<b>Internal</b>	
Leadership Team – CEO and GM	<ul style="list-style-type: none"><li>• Provides support with general administration matters.</li></ul>
Risk, Assurance and Compliance Manager and Facilities Manager	<ul style="list-style-type: none"><li>• Seeks and receives guidance on Health and Safety issues.</li><li>• Seeks and receives guidance on administrative issues.</li><li>• Provides regular reporting on facility performance and maintenance issues.</li></ul>
Finance Officer	<ul style="list-style-type: none"><li>• Provides information on booking information to allow prompt billing.</li><li>• Seeks costing information for larger or more complex conference enquiries.</li></ul>
SIMS Foundation	<ul style="list-style-type: none"><li>• Provides general administrative support.</li></ul>
<b>External</b>	
Researchers and Project Staff	<ul style="list-style-type: none"><li>• Provides general administrative support.</li><li>• Assists with planning and booking of accommodation, meeting and conference space.</li></ul>

## Role dimensions

### Decision making

The role is expected to be moderately autonomous with daily supervision and task support provided by the Risk, Assurance and Compliance Manager and General Manager.

### Reporting line

The role reports to the General Manager

### Direct reports

No direct reports.

## Essential Skills and Experience

- Relevant administrative and/or receptionist experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Good oral and written communications skills, and strong interpersonal skills with a proven ability to liaise with different networks.
- Good Microsoft suite skills and experience in using Teams and Outlook as a primary form of communication and demonstrated ability to learn new applications and systems.
- Sound organisational skills including ability to prioritise tasks and duties in order to meet deadlines, with excellent people skills.

To be considered you will hold Australian Working Rights or Australian Citizenship.  
Visa sponsorship is not available for this appointment.