



SECRETARIAT SERVICES OFFICER

The University of Divinity seeks to recruit a Secretariat Services Officer for immediate commencement. This position is a part-time (0.6 FTE) fixed-term position (27 May 2019 to 31 August 2019) within the Office of the Vice-Chancellor, at the University's main office in Kew, Victoria.

APPLICATIONS

Closing date for applications:

5pm on Thursday 16 May 2019

Applications must include:

A cover letter addressing the selection criteria
A curriculum vitae
Contact details for three referees

Send applications electronically to:

Anjali Antoniotti
University Secretary
aantoniotti@divinity.edu.au

The University of Divinity
21 Highbury Grove
Kew VIC 3101
Australia
(03) 9853 3177

www.divinity.edu.au

About the University

The University of Divinity is established by the *University of Divinity Act 1910* of the Parliament of Victoria. The University engages in high quality scholarship and offers a wide range of awards in theology, ministry and philosophy. It has a collegiate structure unique in Australia; every student and staff member joins the University through one of its Colleges. There are eleven Colleges located in Melbourne, Adelaide and Sydney, each one a unique learning community. These Colleges are resourced by over thirty partners from eight Christian churches, giving the University an extraordinarily ecumenical constitution. The University's Vision is that

Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.

About the Office of the Vice-Chancellor

The Office of the Vice-Chancellor provides support to the University Council, the Academic Board, and Vice-Chancellor, and coordinates shared services across the Colleges. There are seventeen permanent staff, in addition to the Vice-Chancellor. The primary office is located at 21 Highbury Grove, Kew, easily accessible by public transport in Melbourne's inner-eastern suburbs. A secondary office is located in the Uniting Church Centre for Theology and Ministry at 29 College Crescent, Parkville, to accommodate research office staff in proximity to the University's main research library, the Dalton McCaughey Library.

For more information please see www.divinity.edu.au.

Copies of Annual Reports are available at:

www.divinity.edu.au/university-of-divinity/governance/annual-reports/

POSITION DESCRIPTION: SECRETARIAT SERVICES OFFICER

The Secretariat Services Officer provides professional and confidential administrative support to the University Secretary and across a range of Council and Academic Board committees.

KEY RESPONSIBILITIES

1. Key responsibilities

- 1.1 Provide administrative support to the University Secretary. This includes the administrative management of committee meetings.
- 1.2 Provide a high level of secretariat services to Committees, including preparing agendas, formal minutes of meetings, action items, following up action items and resolutions and preparing annual work plans.
- 1.3 Prepare high-quality documents using the Microsoft suite of products, including drafting correspondence, editing and reformatting documents (including letters, reports, emails, invitations, etc.) as required.
- 1.4 Support the University Secretary in managing the recording and publication of the University Gazette, Regulations, Determinations, Policies, Procedures, and Forms on the University website.
- 1.5 Support the implementation of the document management strategy (particularly in the absence of the University Secretary)

- 1.6 Manage filing for the University Secretary, including maintenance of Council and Committee governance and compliance documents and records, contact lists and member registers
- 1.7 Undertake other tasks as reasonably directed by the Vice-Chancellor or the University Secretary

2. Key working relationships

The Secretariat Services Officer

- 2.1 Reports to the University Secretary
- 2.2 Is a member of the University's Secretariat
- 2.3 Liaises with Chairs and members of committees of the University

3. Selection Criteria

Essential

- 3.1 Experience in working in a similar type of role, e.g. Board Secretary / Governance Officer
- 3.2 Experience with Board and Committee meetings and processes
- 3.3 Experience in minute taking/understanding meeting content
- 3.4 Experience in document management and record keeping
- 3.5 Advanced expertise in the use of Microsoft Office products
- 3.6 Outstanding verbal and written communication skills
- 3.7 Experience in providing secretarial support at a senior level, with the ability to exercise initiative, discretion and maintain a high level of confidentiality
- 3.8 Excellent time management skills to ensure that workload can be effectively prioritised
- 3.9 Motivated and proactive individual who enjoys a busy environment working within strict deadlines

Desirable

- 3.10 Familiarity with higher education governance and administration
- 3.11 Tertiary qualification
- 3.12 Familiarity with church ministries

4. Terms and conditions

The position of Secretariat Services Officer is a part-time fixed-term appointment of 0.6 FTE from 27 May 2019 (or earlier) to 31 August 2019. The position will be remunerated under the Higher Education Industry - General Staff award on the University's salary scale in the band from HEW 4.1 to HEW 5.1 (\$65,569 - \$70,905 plus 15% superannuation), depending on the experience and qualifications of the successful applicant.

Signatures

Vice-Chancellor:

Secretariat Services Officer:

Date:
