

POSITION DESCRIPTION

POSITION TITLE:	Senior Business Administrator
POSITION NUMBER:	5705
DIVISION / SECTION:	Education / Public Health & Health Research
SUPERVISOR:	Head of Education
CLASSIFICATION LEVEL:	PAT Level 7
SALARY RANGE:	\$99,341 - \$107,806 per annum
STATUS (FTE):	1.0
LOCATION:	Darwin
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	Ability to obtain National Police Clearance and NT Drivers licence

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Senior Business Administrator will be responsible for the administration of public health and health research education programs and activities, particularly in higher education. They will provide high level administrative operational, strategic coordination and financial support to the Education Team. The Education Team delivers the Menzies postgraduate Public Health and Health Research Program for Charles Darwin University (CDU). These higher education courses provide students with effective frameworks and reliable tools which enable them to understand and tackle complex population health and social challenges in local, national and global environments - with a focus on Northern Australia and First Nations health.

The Senior Business Administrator will oversee, maintain and improve business processes and systems for staff that enable high quality education service provision for students. They will provide support to diverse student cohorts, ensure that their administrative needs are met, and connect students with relevant CDU student support services. They will also liaise with relevant Education staff to help ensure that student learning needs are met.

The person we are seeking will bring enthusiasm to this unique role. They will be able to apply their experience in business administration to higher education and other educational activities in the Menzies School of Health Research setting where needed. The incumbent will have excellent interpersonal skills with the ability to support and collaborate with the Education Team and liaise effectively with students, key Menzies staff and stakeholders.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Support the Education Team by managing the administration of education programs, activities and students, including communication, planning, scheduling, admissions, graduations, monitoring, record keeping, analysis and reporting.
2. Engage and collaborate with Education, research and corporate staff, and Charles Darwin University, to ensure a high level of student-centered service delivery and compliance with both Menzies and University regulations, policies, schedules and operational requirements.
3. Facilitate team meetings and other regular internal and external meetings and events as needed across the year, including assessment panels, committees, presentations, coursework advisory groups, professional development, student orientations, classes, prize giving ceremonies, Open Days and other promotional events, etc.
4. Establish and maintain effective communication with Education staff, Menzies Communications, CDU Communications and other marketing service providers, to maintain up-to-date education information and advertising on the Menzies and CDU websites, communications, brochures and signage.
5. Provide information and advice to prospective and existing students and staff on: courses, admission requirements, applications, enrolments, study plans, orientation, timetables, student queries, student issues and graduation.
6. Provide accurate and timely internal and external reporting of coursework and other educational program activities and associated data.
7. Support the Head of Education to ensure financial stability by monitoring and reporting on enrolments, budgets, monthly and annual income and expenditure for educational activities, including processing invoices and credit card management.
8. Work with the Head of Education to submit claims for higher education coursework funding and assist with applying for other sources of funding for educational programs where needed.
9. Support the Head of Education to arrange recruitment, contracts, induction, staff load planning and payments, in line with the Enterprise Bargaining Agreement, for Education staff and consultants.
10. Maintain development of professional knowledge and skills, including a commitment to enhancing existing knowledge and learning new skills and technologies that relate to the current role.
11. An understanding and awareness of relevant Workplace Health and Safety, including psycho-social safety and wellbeing, as well as Equal Opportunity principles and legislation along with a strong commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
12. Any other tasks as reasonably required by the Head of Education, Deputy Director and/or Director.

SELECTION CRITERIA:

Essential:

1. A relevant business administration qualification and/or relevant experience with administering education programs; or an equivalent combination of relevant qualifications and/or experience.
2. Demonstrated experience with education program requirements, particularly in higher education and/or research settings, and the ability to interpret and communicate information, policies, regulations, guidelines, processes, data and report to others.
3. High level organisation skills, with attention to detail, and the ability to effectively manage business and financial processes and systems.
4. Demonstrated excellent written and spoken communication and interpersonal skills, with the ability to communicate effectively in a multicultural environment and engage in professional interactions.
5. Demonstrated experience in adopting a client focus and a commitment to continuous quality improvement to achieve organisational goals and objectives.
6. Demonstrated ability to engage, consult and liaise effectively with clients, staff and stakeholders.
7. Self-motivation, initiative and problem-solving skills, as well as the ability to work with minimal supervision on multiple tasks, ensure confidentiality is maintained, and work in a small team to tight timelines.
8. Experience with relevant and current technology, online systems, programs and databases, particularly education management systems, and possess sound technological knowledge and skills.
9. Demonstrated integrity and ability to maintain confidentiality of data and personal information; and exercise diplomacy and discretion when dealing with sensitive and confidential matters.

Desirable:

1. Experience with current business and financial management technology.
2. Master of Business Administration.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources
DATE: 20 March 2025

Professional, Administrative and Technical Staff - Level PAT 7

PACKAGE COMPONENT	Minimum Value PAT 7/1 (\$)	Maximum Value PAT 7/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 7)	99,341	107,806
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	13,908	15,093
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,724	1,724
Total Salary Package	123,442	133,092