



How to Apply

Your application must be received by UNE Life Human Resources by the closing date listed on the position advertisement. **Applications received after the closing date will not be accepted.**

Applications must be emailed to dhiscox@une.edu.au

Your application should include the following:

- A Cover Letter
- A copy of your current CV
- A statement addressing the Selection Criteria as detailed in the Position Description
- Current Referee contact details
- Copies of current/valid qualifications as detailed in the Position Description

About the Application Process

After reviewing the applications, the selected candidates will be called for interviews. This process may take one to two weeks.

All applicants will be contacted when the hiring process is complete.

Please contact Deb Hiscox on 02 6773 2612 if you have any questions regarding the application process, otherwise all queries relating to the position should be directed to the person notated in the position advertisement.

Position Details

ITEM	DETAILS OF OFFER
Commencement date:	January 2019
Type of engagement:	12 month Fixed Term
Position offered:	Clubs & Student Experience Officer
Location of position:	Madgwick Hall, Armidale

Reporting to:	Manager, Communications & Student Experience, UNE Life
Modern award coverage:	Higher Education Industry (General) Staff Award 2010
Base salary:	\$46,628 per annum
Superannuation Guarantee rate:	9.5%
Ordinary hours of work:	36.75 hours per week
Annual & personal leave:	Entitled to accrue Annual Leave – 20 days Personal Leave – 10 days
Probationary period:	6 months
Notice period:	4 weeks



POSITION DESCRIPTION

JOB TITLE	Clubs & Student Experience Officer
BUSINESS UNIT	UNE Life
REPORTING TO	Manager, Communications & Student Engagement
LOCATION	Armidale
CLASSIFICATION	Higher Education Industry (General) Staff Award 2010 – PACCT Level 3.5
DATE	7 December 2018

PURPOSE OF THE POSITION

The Clubs & Student Experience Officer is responsible for providing high-level administrative assistance to affiliated UNE clubs and recognised UNE student activity.

They will coordinate the support of student activity, and facilitate and promote a range extra-curricular activity at the University of New England.

ORGANISATIONAL CONTEXT

UNE Life is a wholly owned, not-for-profit entity of the University of New England independently governed by a Board of Directors and managed by a Director. We are a business dedicated to enhancing the experience of our students, staff and community through the provision of quality and innovative service both on-campus and off campus in the wider Armidale community.

UNELife is divided into five (5) business units:

- Commercial Services - incorporating our retail outlets, restaurant and cafes, catering and cinema businesses.
- SportUNE – incorporating our gym, on campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information/Event Management
- Corporate Services – finance, governance, information management and human resources.
- Student Experience – incorporating Tune FM (student radio) and UNI4Me (student advocacy services)

Our success to date has been built upon our ability to deliver a financially viable business whilst maintaining a relentless focus on performance and service excellence.



KEY ACCOUNTABILITIES

- Administration of UNE Club affiliation, compliance & correspondence including but not limited to:
 - annual UNE Life Club Affiliation and accompanying documentation
 - quality assurance and financial audit of club funds
 - adherence to UNE Club Rules & Regulations as well as other relevant policies/laws
 - processing of funding application and acquittal processes
 - arranging club training and other professional development opportunities
 - obtaining feedback from clubs in relation to the Club Program
 - general correspondence and requests
- The provision of general assistance to UNE Clubs and student activities, including:
 - guidance and general assistance with governance of clubs
 - guidance and general assistance with club systems and other processes at the University
 - assisting with promotion of club or other student activity at the University
- Coordinate, and collaborate on, UNE Life's annual events and activations, including UNE's Orientation Week, UNE's Open Day, and student support events held throughout the year
- Liaise with UNE staff and other stakeholders as they relate to the UNE Club Program and other student activity
- In conjunction with UNE Life key staff, promotion of the Club Program at the University
- Prepare reports on Club Program participation and activity as required
- Any other duties as directed by the Communications & Student Experience Manager.

LEADERSHIP ACCOUNTABILITIES

- Manage accountabilities and deliverables within prescribed budget parameters.
- Espouse UNE Life values
- Ensure UNE Life meets its legislative/compliance obligations
- Promote a safe, efficient, and effective work environment by promoting a positive, healthy, safe and innovative work environment.
- Promote a harmonious and inclusive workplace free of discrimination, harassment and bullying.
- Contribute to the development of a culture of continuous improvement.
- Develop and maintain effective relationships, alliances and networks within the community.



KEY RELATIONSHIPS

- External Stakeholders
 - Suppliers
 - Contractors, etc
- Internal Stakeholders:
 - UNE Students
 - UNE Colleagues
 - UNE Life Colleagues

SELECTION CRITERIA

1. This role requires a skill level which assumes and requires knowledge or training equivalent to:
 - a. Completion of a relevant degree with relevant experience; and/or extensive experience and specialist expertise in a relevant area; or an
 - b. An equivalent combination of relevant experience and/or education/training.
2. Demonstrated ability to implement administration, policies, procedures and instructions, document control and records management systems and processes.
3. Demonstrated high level computer skills
4. Proven strong interpersonal, oral and written communication and organisational skills, including the ability to interact easily and with students and colleagues.
5. Demonstrated strong time management, planning and analytical skills appropriate to the position, whilst maintaining confidentiality.

SPECIAL REQUIREMENTS

1. Current driving license and the ability to travel between sites as required.

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.



CHALLENGES

Major challenges facing the position are:

- Delivering consistent services and support across multiple locations/businesses.
- Addressing and resolving problems in daily operations and support in an environment punctuated by peaks and troughs, including workflow issues, student motivation and performance;
- Able to work under pressure, think laterally, react quickly and flexibly and manage in competing priorities.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Staff member			
Supervisor			

