



## Position Description

<b>College/Division:</b>	ANU College of Physical and Mathematical Sciences
<b>Faculty/School/Centre:</b>	Research School of Chemistry
<b>Department/Unit:</b>	School Administration
<b>Position Title:</b>	School Support Officer (Administration/Facilities)
<b>Classification:</b>	ANU Officer Grade 2/3 (Administration)
<b>Position No:</b>	31701
<b>Responsible to:</b>	Administration Coordinator
<b>Number of positions that report to this role:</b>	
<b>Delegation(s) Assigned:</b>	

### PURPOSE STATEMENT:

This position is based within the School Administration team of the Research School of Chemistry which provides administrative support to the School.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The School Support Officer (Administration/Facilities) will report to the Administration Coordinator and will provide efficient and effective administrative and organisational support to the RSC, as part of the Administration team. The position collaborates with individuals across the School, the RSC Safety and Facilities Divisions, external visitors and the broader ANU staff and student community.


#### Role Statement:

Under the general direction of the Administration Coordinator, this position will:

1. Provide administrative assistance within the School Administration team, including the Safety and Facilities divisions, to ensure efficient day-to-day operations of the School including: providing word processing support, drafting correspondence and other documentation in accordance with University policies, procedures and guidelines;
2. Assist in the undergraduate teaching administration, by responding to straightforward queries raised by the general public, visitors, staff and students, and directing others to the appropriate personnel, as well as assisting in the distribution of undergraduate documentation;
3. Assist in the planning and organisation of RSC public events, seminar speakers, conferences, meetings and Birch and Craig Lectures, including the organisation of travel and accommodation for visitors, and coordination of catering arrangements as required.
4. Assist in the collection, collation and monitoring of electronic material for the School website, RSC News, marketing material, annual report, DEST submission for the Higher Education Research Data Collection (HERDC) and grants;
5. Provide assistance to manage and coordinate basic maintenance requirements in the School, including logging jobs, following up on outstanding works, ensuring safety of workers in labs and potentially dangerous areas;
6. Provide assistance with procurement of building related supplies, including collection of stores orders across campus and from local suppliers;
7. Assessing and maintaining Chemical storage areas which involves labelling needs, preparation for disposal, proper inventory/stocktake;
8. Record inventory of chemicals kept in the RSC 'free issue' chemicals stores, and where necessary, enter and catalogue items not already registered in the inventory;
9. Assist with chemical sorting in the chemical storage areas (segregation into DGCs, bunding, labelling containers);
10. Assist the RSC WHS Manager in the process of assessing the quality of stored chemicals and preparing expired chemicals for chemical waste disposal (cataloguing, segregating, labelling);
11. Complete labelling of storage locations for facile search ability and enter locations into the new ANU Chemical Management System (CMS);
12. Assess data quality and cleaning data on the new CMS where needed, and assist with fine-tuning user profiles and configuration of folder locations;

13. Assist with chemical waste disposal;
14. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity;
15. Undertake other duties as consistent with the classification level of the position

*ANU Officer Levels 2 to 3 are broadbanded in this stream. It is expected that occupants will progress to the higher levels within the broadband, subject to gaining greater knowledge, skills and experience reflected in the Primary descriptors.*

<b>Delegate Signature:</b>		<b>Date:</b>	20 <sup>th</sup> March 2012
<b>Printed Name:</b>	GAVIN PERRI	<b>Position:</b>	ADMIN COORD

<b>References:</b>
General Staff Classification Descriptors



Australian  
National  
University

## Pre-Employment Work Environment Report

### Position Details

<b>College/Div/Centre</b>	CPMS	<b>Dept/School/Section</b>	RSC
<b>Position Title</b>	School Support Officer (Administration/Facilities)	<b>Classification</b>	ANU Officer Grade 2/3 (Administration)
<b>Position No.</b>	31701	<b>Reference No.</b>	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see [http://info.anu.edu.au/hr/OHS/\\_Health\\_Surveillance\\_Program/index.asp](http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp) Enrolment on relevant OHS training courses should also be arranged – see [http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

### Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input checked="" type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					

Supervisor's  
Signature:

Print Name:

GAVIN PERRI

Date:

20<sup>TH</sup> MARCH '17