POSITION DESCRIPTION

TITLE:	**IMNIS Program Administrator**
WORK TYPE:	0.6FTE, three (3) year fixed term appointment
REPORTS TO:	IMNIS Executive Director
LOCATION:	Canberra
APPLICATIONS CLOSE:	Monday 28 Sept 2020

ORGANISATIONAL CONTEXT

The Australian Academy of Technology and Engineering (ATSE) is a Learned Academy of independent experts helping Australians understand and use technology to solve complex problems. Bringing together Australia's leading thinkers in applied science, technology and engineering, the Academy provides impartial, practical and evidence-based advice on how to achieve sustainable solutions and advance prosperity.

ATSE also runs a high-profile industry engagement initiative, the Industry Mentoring Network in STEM (IMNIS), which links STEM PhD students and postdoctoral fellows with senior level industry leaders in a one year mentoring program.

IMNIS creates genuine industry-academic engagement and deepens understanding of the value of collaborating and employing across sectors, whether mentees pursue a career in research/academia or in industry. IMNIS helps enhance innovation to boost Australia's productivity and prosperity.

The role

The IMNIS Program Administrator provides administrative support and assistance to the IMNIS team to ensure successful delivery of the IMNIS programs. This will require liaison and collaboration with ATSE staff and Fellows, as well as University coordinators, and IMNIS mentors and mentees.

The IMNIS Program Administrator will work as part of the IMNIS team and report to the IMNIS Executive Director. The position will include a range of administrative duties including the preparation of program-related documentation and correspondence, data entry and record-keeping, preparation of invoices and contracts, as well as general support for events and communications.

Importantly, we're looking for a positive, adaptable individual with a can-do attitude and proactive approach in establishing good relationships with colleagues, stakeholders, suppliers and the IMNIS network. ATSE is an inclusive employer. We encourage applications from Aboriginal and Torres Strait Islander people. We welcome applications from people with culturally and linguistically diverse backgrounds; who identify as LGBTIQ+; and people with disability.

KEY RESULTS AREAS AND RESPONSIBILITIES

The IMNIS Program Administrator is responsible for:

IMNIS Administration
- Support the IMNIS program director with preparation of contracts and correspondence, including data entry and file management
- Accurate preparation of invoice requests
- Support the IMNIS Expert Advisory Panel with papers and minutes
- Managing general enquiries to the IMNIS admin inbox (email) and via phone
- Manage courier, printing and shipping arrangements
- Support the IMNIS team with administration and logistics in the successful delivery of IMNIS programs and events nationally
- Support the IMNIS team in the management of online and digital resources for the IMNIS programs and communicate the program outcomes and impact (e.g. newsletters, blogs)
- Support the IMNIS team with to communicate effectively with program participants and about programSupport a thriving and inclusive workplace culture in which all staff are enabled to contribute and achieve

Key Selection Criteria

Essential Skills
- At least five years' administrative experience with a program, membership organisation, or other relevant administrative experience
- Strong representational and interpersonal skills, including excellent communication skills in a range of settings and with a range of stakeholders
- Experience in assisting with the production of high quality reports, submissions and papers to tight deadlines
- Energy and drive to make things happen with a desire to positively transform the STEM sector
- Well organised and able to seek out opportunities
- Intermediate to advanced skills using Microsoft Office, Excel, Adobe packages and contract management systems

Desirable
- Experience with mentoring and/or network management systems and customer relationship management systems

About you
- Be a self-starter with a professional and proactive attitude; not afraid to use initiative
- Adaptable and highly motivated; goal-focussed

Other Job Related Information
- Occasional out-of-office hours work may be required
- ATSE's offices are in Canberra and Melbourne. This position is based in Canberra.

To apply

Applicants are to apply through SEEK and provide a current resume with a cover letter of no more than two pages that address the essential skills in the key selection criteria.

For further information: marguerite.galea@atse.org.au