

The following is a list of job family names and definitions used to categorise professional positions at the University of Adelaide. This guide is intended to be used by Hiring Coordinators and Hiring Managers to assist with identifying the most appropriate Job Family when requesting a new position to be created.

Some positions include responsibilities that cross job families (e.g. HR & Finance). To determine which job family is most appropriate, consider the allocation of time in the position against each

and Strategic Engagement

- x Business Development
 - x Commercial
 - x Finance
 - x Global Engagement
 - x Governance
 - x Human Resources
 - x Infrastructure and Facilities
 - x Library
 - x Marketing and Communications
 - x Planning & Analytics
 - x Research
 - x Student Recruitment
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- x VET Clinical
 - x Other (only to be used on rare occasions)

Administration

Functional Head/Chief Operating Officer

The administration job family reflects professional positions that contain a broad cross section of business administrative and executive functions across all areas of the University. Incumbents may provide professional administrative expertise by coordinating, researching, recommending and implementing overall business administrative initiatives. Incumbents may provide leadership, management and strategic direction for professional staff across the Faculty/Division.

Administration Operations Duties involve managing or performing the administrative operations of a branch/school/division/faculty developing, implementing and/or performing processes and procedures. Duties may involve a variety of administrative support duties to individuals, groups or programs.

Executive Administration & Support Duties may involve providing advice and support on matters relating to strategic projects and development opportunities within the local area including the coordination and preparation of University-wide strategic, operational and business plans. Duties

Commercial

Functional Head: Executive Director, Innovation and Commercial Partnerships

The commercial job family reflects professional positions that deal with supporting the development of new business opportunities through developing relationships with industry and government representatives leading to research agreements and strategic partnerships. Typical functions may include reviewing and developing a model for innovation and commercial partnerships that position the University as the partner of choice; development of strong commercialisation opportunities; support and coordinate engagement with industry, the investment community and business partners in research and teaching.

Position Examples:

Below is a list of common position titles at the University for this Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

- x Client Manager
- x Commercial Manager
- x Commercial Operations Support Officer
- x Director, Commercial Development
- x Director, University of Adelaide Enterprise
- x Executive Director, Innovation & Commercial Partnerships
- x Intellectual Property Manager
- x Manager, Commercial Development

Global Engagement

Functional Head/Pro-Vice Chancellor (International)

The global engagement job family reflects professional positions that deal with universities international and internationalisation initiatives. This includes facilitating the development of strategic alliances and collaborative agreements with international partners, including articulation, pathways, exchange and offshore teaching arrangements, developing international policy, fostering student global mobility and supporting international research partnerships. Typical functions may include: increasing outbound mobility and expand the variety of international opportunities available to students; coordinating international study opportunities; develop and manage the Global Engagement Intern program

Infrastructure and Facilities

Functional Head Executive Director, Infrastructure

The infrastructure and facilities job family reflects professional positions that focus on providing the procurement of capital projects, provision of facilities management and core support services and the management of a strategic asset management. Typical functions may include strategic and major capital project development; space management; facilities planning and management; capital investment and works; energy management; coordination of sustainability programs; facilities maintenance; campus security and contract services administration.

Position Examples:

Below is a list of common position titles at the University for this Job Family Category. While not exhaustive, it may assist in determining the most appropriate job family.

- x Access Control and Security Officer
- x Campus Manager
- x Coordinator, Cleaning and Waste Services
- x Director, Capital Project Delivery
- x Engineering Services Planning and Energy Manager
- x Facilities Manager
- x Grounds person Waite Arboretum
- x Infrastructure and Technical Services Manager
- x Manager, Space Allocation and Planning
- x Mechanical Services Manager
- x Senior Manager Maintenance Operations
- x Senior Space Planner
- x Site Supervisor
- x Workshop Operations Coordinator

Library

Functional Head University Librarian

The library job family reflects professional positions that focus on providing resources, services and spaces that enable and support staff and students to achieve success in their research and learning. This includes the collection development and management, both physical and electronic; services associated with the discovery of, access to and the use of information resources; provision of flexible study spaces and guardianship of special and heritage collections. Typical functions may include collection and subscription management; Academic and Research support services; management of University archives; library service provision; copyedit manuscripts; library vendor liaison and engagement

Position Examples:

Below is a list of common position titles at the University for this Job Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

- x Archives Support Officer
- x Ask Library Coordinator
- x Associate University Librarian
- x Collections and Facilities Team Leader
- x Discovery Coordinator
- x Liaison Librarian
- x Library Officer
- x Meta data Librarian
- x Records and Archives Officer
- x Records Services Officer
- x Senior Library Officer Digital Services
- x University Archivist

Marketing and Communications

Functional Head/Chief Marketing Officer

The marketing and communications job family reflect professional positions that deliver high quality and effective marketing that support our brand and reputation. This includes managing the overall brand and social media presence, major brand and marketing campaigns, events and sponsorships and creative services. Typical functions may include brand strategy and brand management, advertising and campaign management, market research, public relations; assistance with graphic design for communication materials; maintenance of an image library; production of University publications; assessment of sponsorship agreements; and the maintenance of the University website.

Position Examples:

Below is a list of common position titles at the University for this Job Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

- x Administration and Eve

Planning and Analytics

Functional Head Executive Director, Planning

The planning and analytics job family reflects professional positions that support strategic and operational planning, performance reporting and survey/data management within the University. Typical functions may include identifying and analysing data to assist business decisions; interpreting existing data for policy and decision making; administering student experience surveys for program design and support services; handling strategic planning for the University; supporting Faculties with their planning processes; providing a broad range of information on higher education to help develop strategies and create opportunities; developing analytic solutions; and data warehouse development.

Position Examples:

Below is a list of common position titles at the University for this Job Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

- x Analyst
- x Business Analyst
- x

Research

Functional Head Executive Director, Research Services

The research job family participates in research and facilitates the sharing of knowledge and expertise with the larger society and with the conducting of research, including community based research, and/or the compliance and operation of research. Typical functions include designing, conducting and analysing theoretical and applied research, literature review and research, related grant solicitation/preparation/administration, data collection, compliance, protocol and guidance writing. Staff in this job family may provide expert advice to unit administrators and/or external communities. Other key responsibilities may include design, implement and evaluate research projects; research program management; higher degree research support and ethics submission and reports.

Position Examples:

Below is a list of common position titles at the University for this Job Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

- x Assistant Grants Officer
- x Clinical Research Assistant
- x Clinical Trial Coordinator
- x Health Economist
- x Research Administration Officer
- x Research and Academic Coordinator
- x Research Assistant
- x Research Development Officer
- x Research Ethics Officer
- x Research Grants Manager
- x Research Officer
- x Senior Statistician

Student Recruitment

Functional Head/Chief Marketing Officer

The student recruitment job family reflects professional positions that support activities related to the recruitment, admissions and retention of undergraduate and post graduate students, from a wide range of markets domestically and internationally. This would include the recruitment, evaluation and participation in the selection of prospective students for admission, developing and maintaining relationships with organisations and individuals involved in the admissions process, developing and delivering public presentations to promote the university. Other functions may include delivering and implementing non-standard entry intake processes; developing and managing student recruitment marketing initiatives; coordinating outreach activities relating to student recruitment; managing sustainable growth in student numbers; and the day to day delivery of student recruitment strategies and programs.

Position Examples:

Below is a list of common position titles at the University for this Job Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

- x Admissions Officer
- x ELC Program Administrator
- x Future Student Advisor
- x International Development Officer
- x International Scholarships & Admissions Officer
- x Manager, International Business Development
- x Prospect Enquiry Agent
- x Student Experience and Recruitment
- x Student Recruitment Officer

Student Support

Functional Head Executive Director, DASE

The student support job family reflects professional positions that provide support for both post graduates and undergraduates and covers all aspects of student academic life at the University and is concerned with the physical, social, cultural and mental wellbeing of students. The job family includes activities around academic programmes and advice, career planning and placement, supporting residential life and student programmes and services as well as student finance and the administration of • š μ registration and record keeping.

Student Support: Typical functions may include counselling support; disability support; international student support; elite athlete support; student health and wellbeing; student safety; and career services.

Student Administration: Typical functions may include student systems and administration support; timetabling activities; examinations and grading; graduation events; scholarship management student finance services

Position Examples:

Below is a list of common position titles at the University for this Job Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

- x Accommodation Officer
- x AskAdelaide Services Manager
- x Careers Education Officer
- x Counselling Support Administrative Officer
- x Disability Advisor
- x Graduate Administration Assistant
- x Graduation Officer
- x International Student Advisor
- x Internship Coordinator
- x Learning Support Officer
- x Placements and Internships Officer
- x Program Advisors
- x Senior Student Advisor
- x Student Counsellor
- x Student Services Coordinator

Teaching Support

Functional HeadPro Vice Chancellor (Student Learning)

The teaching support job family reflects professional positions that support the delivery of a high quality student educational experience. Typical functions may include the development of educational frameworks and policy; quality assurance and educational compliance; development of flexible and student centric learning experiences; provision of operational advice in matters of pedagogy, professional development of teaching staff and support of technology enhanced learning; precinct based administrative support and coordination that underpin the conduct of academic learning, teaching and assessment activities; and delivering a range of English Language Centre programs.

Position Examples:

Below is a list of common position titles at the University for this Job Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

- x Academic Precinct Officer
- x Academic Support Officer
- x Accreditation and Quality Assurance Coordinator
- x Assessment Support Officer
- x Course Builder

Technical Support

Functional HeadPro Vice Chancellor (Research Operations)

The technical support job family reflects professional positions that provides general laboratory associated equipment and technical support for a range of teaching and research activities. This includes working with academic staff to prepare, implement and conduct laboratory and field based teaching activities and to contribute to the development and testing of teaching experiments that enhance the student learning experience. This may also include research support through animal care and technical assistance.

Position Examples:

Below is a list of common position titles at the University for this Job Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

- x Academic Support Services Officer, Simulation Clinic
- x Research Assistant
- x Research Officer
- x Research Technical Officer
- x Senior Animal Technician
- x Senior Laboratory Coordinator
- x Simulation Technician
- x Teaching Support Officer
- x Technical Officer
- x Teaching Support Officer

Technology and Digital

Functional Head/Chief Information Officer

The technology and digital job family reflects professional positions that provide information and communication technology services and support and deal with improving work processes and customer satisfaction through providing expertise in electronic data processing and computing. Typical functions may include computer hardware/software development, installation and analysis, systems development, computer networking, telecommunications (voice and data), systems security, data management and business analysis.

Position Examples:

Below is a list of common position titles at the University for this Job Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

- x Application Specialist
- x Audio Visual Technician
- x Client Computing Specialist
- x Data and Systems Assistant
- x Delivery Stream Program Manager
- x Enterprise Business Analyst
- x Network Specialist
- x Product Owner
- x Senior Application Specialist
- x Senior Developer
- x Senior Service Desk Analyst
- x Software Developer
- x Solution Architect
- x Tech Crew Technician

VET Clinical

Functional Head Faculty Executive Management Sciences

The VET clinical job family is a specialised group of professionals who are supporting the veterinary health services and medical treatment centres at Roseworthy.

Position Examples:

Below is a list of common position titles at the University of Adelaide. Whilst not exhaustive, it may assist in determining the most appropriate job family.

- x Equine Attendant
- x Senior Stockperson (Piggery)
- x Veterinarian
- x Veterinarian Clinician
- x Veterinary Nurse
- x Veterinary Radiographer

