

OFFICE ADMINISTRATOR



Location: Canberra

Reports To: CEO

Employment Type: permanent full-time (part-time may be considered)

About us:

ANU Sport is an independent incorporated association that delivers sport, fitness and recreation services and opportunities to the ANU Community. ANU Sport is a UniSport Australia and Elite Athlete Friendly University member institution and the ANU is a member of the Group of 8, Australia's eight leading universities.

We exist to facilitate connections within the campus community through health, well-being and sport. Our aim is to enhance and grow the opportunities for students and the ANU community to engage in sport, fitness, and recreation, promoting well-being and balanced lifestyles. ANU Sport is responsible for the operation and management of the ANU Sport Fitness Centre and all the University sport and recreation facilities, along with supporting over 30 sport and recreation clubs and delivering social and competitive sporting programs.

About the role:

With a team of 15 permanent staff and over 50 casual staff (predominantly students), the role of Office Administrator is key in enabling the organisation to function efficiently. There are two key elements to this role – oversight and coordination of the administration office and Board Secretariate responsibilities.

Office Administration key responsibilities include:

- Provide executive support to the Chief Executive Officer.
- Coordinate the day-to-day organisation and running of the ANU Sport office, including managing office supplies, maintaining filing systems (including online Microsoft Suite), managing internal correspondence and coordination of an external IT provider.
- Coordinate and maintain accurate records of training and development for employees – including but not limited to Fire Warden, First Aid, Leading Teams, etc.
- Coordinate organisational meetings, including assisting in the preparation of documents, minute taking and liaising with relevant stakeholders – internal and external.
- Coordinate office events and activities including but not limited to End of Year celebrations, Farewells, Cake Day, etc.
- Support senior management to develop and implement office and HR policies and procedures that align with organisational values and current legislative requirements.
- Take the lead in maintaining the organisation's management of records, policy and procedural framework, and governance and office protocols.
- Coordination of insurance related to participants and claims.
- Assist with the management of the Association's contracts and agreements.
- Assist with organisation's governance processes and procedures.
- Assist with the management of HR administration, including coordination of employee uniforms, inductions and off boarding.

- Assist with the ordering of merchandise, sport equipment, consumables and items for sale through reception.
- Assist with projects to build organisational efficiencies.
- Provide input into overall management of ANU Sport's activities.
- Perform other duties as directed.

Board Secretariate key responsibilities include:

- Preparation of reports for management and for the Board.
- Provide secretariate support to the Board and sub-committees, including preparation and coordination of meeting papers, drafting of standing item reports, and minute taking.
- Attendance at Board meetings (7.30am Friday mornings, on a six-week cycle) to provide secretariate support.
- Coordinate the Board calendar, including schedule of meetings, events, and functions.

The Office Administrator will report to the Chief Executive Officer and will work closely with all members of the Senior Leadership Team and the ANU Sport Board. This role is predominantly office-based, but flexible working hours can be negotiated.

About you:

Our ideal candidate is an experienced Office Administrator with a passion for sport. You are someone who wants to work with good people and make a difference. You are proactive in the workplace and have a desire to bring your administration knowledge to bear on a new challenge.

You will have:

- Secretariate support experience;
- Excellent knowledge of MS Office Suite of products including Outlook, SharePoint, Word, Excel and PowerPoint;
- Demonstrated capability of proof reading as well as experience in operational policy, procedure and report writing would be considered an advantage;
- Excellent interpersonal and communication skills;
- Demonstrated effective analytical, problem solving and investigative skills;
- Above-average time management skills and ability to respond promptly and effectively to customer and stakeholder requests;
- Proven capacity to manage multiple responsibilities in a work environment that covers a wide variety of issues and can be fast-paced;
- Proven ability to effectively co-ordinate the efforts of others;
- Proven capacity to work effectively and harmoniously with a diverse range of people and associated interests;
- Willingness to learn, implement positive change and to exercise judgement and initiative;
- Eligibility to work in Australia.

Our Culture

At ANU Sport we have a strong focus on bringing out the best in people, both our students and our staff. This is reflected in our commitment to professional development and a core belief that supporting staff to grow in their role benefits the entire organisation.

We pride ourselves on our culture that values honesty, passion, connectivity, and being progressive. We are open minded, welcoming, and accepting of people, ideas and new ways of thinking. We empower each other to be proactively solutions focused to support the organisation's purpose. We hold ourselves and each other accountable through clarity and review and take responsibility for fostering and maintaining a positive and motivating environment. Through these values and agreed behaviours we strive to be a high-performing team focused on we deliver the best student sport and recreation experience for the University community.

How to Apply

To apply, please submit your resume with relevant experience and a cover letter of no more than two pages addressed to the CEO addressing the key responsibilities of the role either via the online portal or directly to jobs@anu-sport.com.au. Applications close at 9am Monday 12 October 2026.