



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 the time in the position against each function, and select the largest. If responsibilities are equally distributed between two job families, consider the most important skill set if the position were to fall vacant and be replaced.

The 19 key job families are:

- Administration
- Advancement and Strategic Engagement
- Business Development
- Commercial
- Finance
- Global Engagement
- Governance
- Human Resources
- Infrastructure and Facilities
- Library
- Marketing and Communications
- Planning & Analytics
- Research
- Student Recruitment
- Student Support
- Teaching Support
- Technical Support
- Technology & Digital
- VET Clinical
- Other (only to be used on rare occasions)

Table of Contents

| | |
|---|----|
| Administration | 3 |
| Advancement and Strategic Engagement | 4 |
| Business Development | 5 |
| Commercial | 6 |
| Finance | 7 |
| Global Engagement | 8 |
| Governance | 9 |
| Human Resources | 10 |
| Infrastructure and Facilities | 11 |
| Library | 12 |
| Marketing and Communications | 13 |
| Planning and Analytics | 14 |
| Research | 15 |
| Student Recruitment | 16 |
| Student Support | 17 |
| Teaching Support | 18 |
| Technical Support | 19 |
| Technology and Digital | 20 |
| VET Clinical | 21 |
| Other | 22 |

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 may also involve high level executive support and administrative management.

Project Support / Administration: Working directly with a specific program or project at the University, these positions deal with providing general project support. Duties may involve supporting the planning, monitoring and delivery of key project milestones, development of comprehensive project reports and contributing to key business improvement initiatives.

Senior Administration: Positions include the top administrators of the University or campus. These positions oversee the entire areas of the University or entire Faculties / Divisions.

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.

- Administration Support Officer
- Administration Officer
- Administration Manager
- Business Process Analyst
- Client Services Officer
- Divisional / Faculty Executive Officer
- Faculty Executive Director/Manager
- Office Manager
- Executive Officer
- School/Business Manager
- Project Support Officer
- Personal Assistant
- Receptionist

Advancement and Strategic Engagement

Functional Head: *Chief Executive, External Relations*

The advancement and strategic engagement job family reflects professional positions that are focused on developing strategies and communications plans to support services and initiatives to engage alumni, donors, volunteers and external stakeholders. They often represent the University to the media and general public, organising and marketing campus activities, services or products to sustain relationships between the University and its external stakeholders. In addition, fostering relationships with industry and government on a range of initiatives that deliver positive outcomes for students, the business community and communities locally, nationally and globally.

Advancement Operations: Primary responsibilities focus on annual giving, philanthropic fundraising and donor stewardships. Research and identify prospective donors for the University. Promotes and coordinates core fundraising, planned giving and appeal programs. Typical duties include: provide support in stewardship and recognition efforts for donors; coordinate volunteer activities to advance donor fundraising potential; coordinate and promote volunteer programs; develop communication plans and strategies to support programming initiatives and engage donors.

Alumni Relations: Build and maintain relationships with alumni to promote the University. Typical duties include: identify and develop relationships with alumni; manage alumni database; respond to various alumni requests, questions and communications; develop, conduct and promote alumni programs and services to members including awards, reunions, travel/tours, speakers and general activities to enhance involvement opportunities across the alumni network; develop and conduct alumni fundraising and solicitation activities 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.

- Alumni Relations Officer
- Annual & Digital Giving Manager
- Community Relations Officer
- Donor Stewardship Officer
- Events Coordinator
- News and Media Manager
- Project and Events Coordinator
- Volunteer Program Coordinator
- Waite Historic Precinct Coordinator

Business Development

Functional Head: *Executive Director, Innovation and Commercial Partnerships*

The business development job family reflects professional positions that deal with identifying, assessing and developing commercial business opportunities both internal and external to the University. Typical functions may include: developing strategies to attract investment capital to finance new ventures; manage contract research and consulting activities; implement and support initiatives that drive revenue growth for the University across its teaching and research activities; using professional relationship building skills to identify and grow new individual, corporate and institutional or foundation opportunities.

Business Partnerships: Identify and promote opportunities for collaboration and partnership with industry and government and provide business services that facilitate the development and management of contract research and consulting. Identify and promote opportunities for collaboration with industry and government to support the Universities teaching and research including local, national and international opportunities.

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.

- Business Development Coordinator
- Business Development Manager
- Business Incubator Manager
- Business Partnership Specialist
- Business Support Specialist
- Children's University Business Development Manager
- Strategic Partnership Manager
- ThincLab Adelaide Innovation Hub Manager
- ThincLab Adelaide TechLab Manager
- Trade & Economic Development Specialist

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 Job Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

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

Finance

Functional Head: *Chief Financial Officer*

The finance job family reflects professional positions focused on the financial activities of the University from transaction processing through to financial analysis and strategic planning. This family includes the functions of accounting, budgeting, financial forecasting and analysis, tax analysis and compliance, accounts payable and purchasing, investment management, supplies and receiving, purchasing. They are accountable for managing financial activities at a very detailed branch level as well as at the highest institutional level. They are the custodians of the University's financial resources and act within accordance of all relevant policies and legislation.

Accounting: Provide high quality management accounting services and information to faculties, divisions and finance. Typical duties may include budgeting and forecasting, financial analysis, financial and management reporting, transaction processing, fixed asset accounting, financial systems administration and implementing financial control frameworks.

Financial Strategy: Provide strategic financial management and reporting services. Typical duties may include business analysis and planning support, feasibility assessments, financial modelling, statutory financial reporting, financial governance reporting and financial performance analysis

Procurement: Provide strategic sourcing and procurement strategies for ongoing provision of goods and services. Typical duties may include procure to pay end to end procurement services, negotiation of effective contracts and strategic supplier arrangement that are commercially sound.

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.

- Accountant
- Accounts Payable Officer
- Assistant Revenue Officer
- Category Manager
- Debtor Management Officer
- Divisional Management Accountant
- Expense Management Officer
- Faculty Management and Research Accountant
- Finance and Planning Manager
- Purchasing Officer
- Senior Financial Accountant Taxation Compliance
- Senior Financial Analyst
- Services Support Officer
- Treasury Officer

Global Engagement

Functional Head: *Pro-Vice Chancellor (International)*

The global engagement job family reflects professional positions that deal with the Universities international and internationalisation initiatives. This includes facilitating the development of strategic alliances and collaborative agreements with international partners, including articulation, pathways, exchange and off-shore 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; promote international exchange opportunities; liaison with partner institutions and international agreement management.

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.

- Admissions Portfolio Manager, International
- International Agreements Support Officer
- International Coordinator
- International Development Officer
- Global Support Officer
- Manager, International Agreements and Programs
- Manager, International Partnerships and Strategic Projects
- Outbound Exchange Coordinator
- Outbound Mobility Officer
- Senior Advisor, International Protocol and Relationships
- Senior International Relations Officer
- Study Overseas Support Officer

Governance

Functional Head: *General Counsel Executive Director Legal & Risk*

The governance job family reflects professional positions that are focused on providing legal, compliance, insurance and risk management support and advice.

Compliance: Provide support, information and advice about the application of legislation to various activities within the University.

Insurance: Provide independent insurance advice and information on a range of insurance matters. Typical functions may include managing insurance contracts and cover; assessing and managing claims and investigations; management of the Universities Insurance Program.

Legal: Provision of sound, practical and independent legal advice and services. This includes advice, information and support on legal and compliance matters; contract planning, drafting, review and negotiations; privacy matters; trust and bequest administration; dispute resolution and management; research related matters including grants, partnerships, research contracts collaborations and consultancies.

Risk Management: Provision of an independent, objective and system-wide evaluation of the effectiveness of the University's risk management, control and governance processes. Typical functions may include facilitating risk assessment and risk management sessions; providing advice on risk issues or concerns and the education and training of staff.

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.

- Coordinator Copyright and Open Access
- Council Secretary
- Director, Legal Services
- Director, Risk Services
- Insurance Specialist
- Legal Counsel
- Manager, Compliance
- Senior Legal Counsel
- Trusts Administration Officer

Human Resources

Functional Head: *Executive Director, Human Resources*

The human resources job family reflects professional positions that focus on partnering with the University to enable and support staff to build a culture of high engagement, commitment and performance through: relevant frameworks; context specific capability development; and efficient timely, and fit for purpose services across the full scope of Human Resources function.

Organisational Development: Key responsibilities include designing strategies, frameworks and tools to support talent management, change and organisational design and to coordinate staff gender equity initiatives. Also responsible for administering the staff survey and designing tools to support leadership and professional development initiative across the University.

HR Advice: Provides a coordinated HR Advisory service to the University, including support to people leaders and staff across a broad range of general HR advice, including the triaging of inquiries where specific HR expertise is required. Also responsible for providing support on staff and workplace relation issues and case management.

HR Operations: Provides core recruitment and HR operations services across the University, including support on recruitment and selection policy/process, recruitment due diligence and compliance, executive recruitment and remuneration support, issuing of employment contracts, payroll and superannuation compliance and processing, HR systems security, maintenance and user support.

Health, Safety & Wellbeing: Responsible for maintaining the University's HSW Management Framework and provides support to the HR branch in respect of HR and HSW related risks, legislative compliance and internal/external audit processes. Other core services include the management of the Universities self-insurance licence, the formation of safety and injury management policy and procedure, HSW advice and case management for workers compensation claims.

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.

- Case Management Advisor
- Gender Equity Advisor
- Health, Safety and Wellbeing Officer
- HR Advisor
- HR Manager
- HR Officer
- HR Service Centre Officer
- Injury Management and Wellbeing Advisor
- Learning and Development Coordinator
- Organisational Development Officer
- Payroll Officer
- Recruitment & Appointments Officer
- Recruitment Specialist
- Workplace Relations Officer

Infrastructure and Facilities

Functional Head: *Executive Director, Infrastructure*

The infrastructure and facilities job family reflects professional positions that focus on providing technical expertise, planning and services for the University's built environment and physical assets. This includes the procurement of capital projects, provision of facilities management and core support services and the management of a strategic asset management plan. 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. Whilst not exhaustive, it may assist in determining the most appropriate job family.

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

Library

Functional Head: *University Librarian*

The library job family reflect professional positions that focus on providing resources, services and spaces that enable and support staff and students to achieve success in their research, teaching 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.

- Archives Support Officer
- Ask Library Coordinator
- Associate University Librarian
- Collections and Facilities Team Leader
- Discovery Coordinator
- Liaison Librarian
- Library Officer
- Meta data Librarian
- Records and Archives Officer
- Records Services Officer
- Senior Library Officer Digital Services
- 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 University's key marketing and communication platforms as well as 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.

- Administration and Events Officer
- Audit Visual Coordinator
- Brand and Content Coordinator
- Campaign Coordinator
- Communications Coordinator
- Corporate Marketing Coordinator
- Creative Coordinator
- Designer
- Digital Communications Coordinator
- eChallenge Support Coordinator
- Events Assistant
- Marketing Officer
- Media and Communications Officer
- Social Content Coordinator
- Web and Digital Officer

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 board 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.

- Analyst
- Business Analyst
- Data Analyst
- Data Collection Analyst
- Data and Information Analyst
- Systems and Reporting Analyst
- Management Information Analyst
- Senior Data Warehouse Developer
- Senior Insights Analyst
- Senior Planning Officer

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.

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

- Admissions Officer
- ELC Program Administrator
- Future Student Advisor
- International Development Officer
- International Scholarships & Admissions Officer
- Manager, International Business Development
- Prospect Enquiry Agent
- Student Experience and Recruitment
- 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 well-being of students. The job family includes activities around academic programs and advice, career planning and placement, supporting residential life and student programmes and services as well as student finance and the administration of student's 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.

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

Teaching Support

Functional Head: *Pro 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 for 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.

- Academic Precinct Officer
- Academic Support Officer
- Accreditation and Quality Assurance Coordinator
- Assessment Support Officer
- Course Builder
- Curriculum Design
- English Language Teacher
- Learning Designer
- Quality Support Officer
- Teaching Support Officer
- Video Production Coordinator

Technical Support

Functional Head: *Pro 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.

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

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

VET Clinical

Functional Head: *Faculty Executive Manager - 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 for this Job Family Category. Whilst not exhaustive, it may assist in determining the most appropriate job family.

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

Other

Functional Head: Executive Director, Human Resources

The other job family reflects professional positions of our external entities such as SATAC and ANZCART. This family would only be used for UoA positions if they are transition, re-deployment or cadetships that don't align with any other family.

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.

- SATAC Professional Positions
- ANZCART Professional Positions
- Transition
- Redeployment