AdminNet – Administrative Staff Network 2007
Support Request
Compiled by the AdminNet Committee

Vision: To provide a means of communication and networking for the Administrative Staff at UNSW, facilitate resource sharing and improve the profile and development of Administrative Staff within the University.

Key functions:
- To support administrative staff in their current roles, through information distribution and sharing of skills and resources across the organisation
- To develop administrative staff, through a targeted range of professional development opportunities, in partnership with Organisation and Staff Development Services

Target Market: AdminNet is open to all professional and administrative staff and includes staff in all faculties and divisions, particularly administration assistants, administration officers, administration managers, executive assistants, clerks, secretaries, research assistants and other administration staff not previously identified. Typically this includes general staff from Level 3-7. There are approximately _______ administrative staff on campus (check the figures from the report from Adrianne)

Alignment with UNSW Strategic Intent B2B:
AdminNet aligns with the elements of the UNSW Strategic Intent as follows:
*Values:
- Innovation, initiative and creativity: The AdminNet is an innovative and efficient way of sharing knowledge, skills and resources across the University administrators.
- Teamwork: AdminNet’s key functions are impossible without teamwork and networking. The Committee is composed of a wide range of administrators, from many different areas. A key initiative of AdminNet is the e-list, which allows the breaking down of barriers and sharing of resources and information.
- Sustainability: AdminNet is a volunteer group, which requires only a small amount of funding each year to run activities. It is sustained by a rotating group of volunteers, who as they gain experience, move forward and set up succession planning within the Committee.
- AdminNet, like the UNSW’s Blueprint to Beyond 2010 is aimed at breaking down barriers between different administrators located in faculties, schools and central units.

UNSW’s Administrative staff are key contributors to the following Objectives and Strategies.

*Research:
AdminNet ensure these staff are highly trained and supported by the AdminNet community, to provide valuable administrative support to researchers, which allows:
- "Retaining, attracting and developing leading research staff"
- "Building and maintaining "critical mass" in key research areas"
- "Providing appropriate research environment"

*Student Experience:
AdminNet, by providing and sharing examples of best practice, and assistance to students, contributes to:
- "A learning and teaching environment that provides an outstanding student experience … and vibrant campus life"
- "Appropriate financial, educational and personal support"

UNSW Administrative staff network AdminNet http://www.adminnet.unsw.edu.au “Bringing people together”

Contact: AdminNet Chairperson Georgina Barratt-See – 9385 5418 - georgina@unsw.edu.au

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*Community Engagement:*
AdminNet equips administrators, to ensure the following:
- “Ensuring vibrant and expanding linkages and partnerships with donors, business and the professions, community organisations, government, academic and international bodies”
- “Developing and maintaining highly valued reciprocal relationships with alumni and former staff”
- “Achieving high standards in environmental sustainability”

*Capabilities:*
AdminNet improves leadership and operational capabilities by:
- Streamlining interfaces – to allow cross-UNSW interaction
- Outlining and distributing information on “processes to support continuous improvement and development of skills” and running key administrative development skill opportunities (such as “Organising a conference” in 2007)
- “Developing uniform, simplified, responsive and effective operating models and information systems” by providing a cross-campus of staff networking and supporting each other and sharing information and resources

*Resources:*
AdminNet supports the resources of the University by:
- Ensuring knowledge and skills transfer to provide “the most cost-effective professional support”
- Allow human resources to be shared across UNSW through short term job opportunities, transfers and as a hub for experienced UNSW casuals

OneUNSW
AdminNet supports OneUNSW and its implementation, and its members are key to the development, testing and phasing in of these stream-lining projects.

Previous Achievements and Background: The Administration Network (AdminNet) Committee held its inaugural meeting on 14 March 2003 followed by its launch in October 2003. AdminNet is run by a committee of volunteer administrative staff, and participation is open to all general and administrative staff.

The activities of AdminNet since 2003 have included the following:
1. Information sessions:
   - marketing
   - finances
   - OHS
   - HR Policies & processes
   - Publishing & printing
   - Facilities
   - Conference organisation
2. Large networking events
   - end of year BBQs
   - Administrative Professionals Week celebrations
   - ATEM (Australian Tertiary Education Managers professional body) – events on campus
3. AdminNet website
4. AdminNet email explode list (acts as a useful discussion and information sharing resource)

The current Organisation and Staff Development Services (OSDS) unit in the Human Resources Department supports the vision, aims and activities of AdminNet.

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Planned activities for 2008

The following table details the planned activities for 2008 and the associated funding requested:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Benefit to organisation</th>
<th>Resources required</th>
<th>Funding requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training &amp; Knowledge Sharing</td>
<td>• Visible presence of AdminNet on campus&lt;br&gt;• Visible presence of support from UNSW for professional development of staff&lt;br&gt;• Sessions complement existing training opportunities of OSDS&lt;br&gt;• Increase knowledge capabilities and networking skills of staff (link to OneUNSW initiative)</td>
<td>Room hire, volunteer time to coordinate activities, OSDS administrative support, basic catering (tea/coffee)?</td>
<td>Nil</td>
</tr>
<tr>
<td>Scholarships for ATEM – administrative staff professional association membership <a href="http://www.atem.org.au">http://www.atem.org.au</a></td>
<td>Increase knowledge capabilities and networking skills of staff&lt;br&gt;Increase professionalism and development of staff&lt;br&gt;Increase management skills of administrative staff&lt;br&gt;Act in a marketing role and advise AdminNet skills gained from the membership</td>
<td>Membership $121&lt;br&gt;Two memberships at $121 = $242&lt;br&gt;OSDS management support to assist with promotion and selection criteria/process.</td>
<td>$242</td>
</tr>
<tr>
<td>AdminNet website upgrade and supporting scholarships for website skills training <a href="http://www.adminnet.unsw.edu.au">http://www.adminnet.unsw.edu.au</a></td>
<td>Visible electronic presence of AdminNet on campus, Increase technical capabilities of staff&lt;br&gt;Allow successful applicant to provide assistance to other administrative staff and transfer skills gained</td>
<td>UNSW Learn 4 Life courses – $408&lt;br&gt;<a href="http://www.learn4life.unsw.edu.au/PDF/Computer/Dreamweaver%20Web%20Design.pdf">http://www.learn4life.unsw.edu.au/PDF/Computer/Dreamweaver%20Web%20Design.pdf</a>&lt;br&gt;1 scholarships at $408&lt;br&gt;Volunteer committee time. OSDS administrative support. OSDS management support to assist with promotion and selection criteria/process.</td>
<td>$408</td>
</tr>
<tr>
<td>Networking</td>
<td>Formal data on benefit of this tool for the organisation to complement qualitative analysis on its benefit to knowledge sharing across the campus (link to OneUNSW initiative)</td>
<td>Volunteer committee time. OSDS administrative support. OSDS management support in analysing and using the results.</td>
<td>$350</td>
</tr>
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<table>
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<tr>
<th>Event Description</th>
<th>Benefits</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATEM event on campus (external ATEM funding available) – for Administrative Professionals Day May 2</td>
<td>Visible presence of AdminNet and ATEM on campus, recognition of Administrators on campus, increase networking skills of staff (link to OneUNSW initiative)</td>
<td>$500 available from ATEM Volunteer committee time. OSDS administrative support. Nil from UNSW</td>
</tr>
<tr>
<td>Second ATEM event on campus (external ATEM funding available) – a follow up from Administrative Professionals event</td>
<td>Visible presence of AdminNet and ATEM on campus, recognition of Administrators on campus, increase networking skills of staff (link to OneUNSW initiative)</td>
<td>$500 available from ATEM Volunteer committee time. OSDS administrative support. Nil from UNSW</td>
</tr>
<tr>
<td>End of Year BBQ (joint with TechNet)</td>
<td>Visible presence of AdminNet on campus, visible presence of support from UNSW for professional staff, increase networking skills of staff (link to OneUNSW initiative)</td>
<td>$1500 based on budget for this event held in previous years (approx 100 attendance at $15 per head) Volunteer committee time. OSDS administrative support. Guest speaker. $1500</td>
</tr>
</tbody>
</table>

| Total funding allocation                                                        |                                                                        | $2500                   |