JOB DESCRIPTION TELETHON KIDS INSTITUTE



Why is this Job Description being written?		New Position Replacement Position Position re-designed Position not previously described				
POSITION DETAILS:	Position Title:	ADMINISTRATION OFFICER, AUTISM RESEARCH TEAM				
Division:	Brain and Behavio	bur	Department:	Autism Research		
Position reports to: (role)	Professor Andre	Professor Andrew Whitehouse				
Location: include all possible location	ons Telethon K	ids Institute, 100 Roberts Road Subiaco WA 6008				

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why

To provide high level administrative support to the Head of Autism Research (Prof Andrew Whitehouse) and the broader Autism Research Team. This includes extensive diary and appointment management, actioning and drafting correspondence, detailed travel arrangements, and liaising with internal and external stakeholders. The role requires a high level of attention to detail, an ability to predict needs and actions, the ability to work under pressure and excellent time management and communication skills.

KEY RESPONSIBILITY AREAS (Please list in order of importance)

Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	<i>Inputs:</i> What are the key activities or tasks to be carried out?		utputs: 'hat are the expected end results?	<i>Measures:</i> How it is measured
Personal administration support to Professor Andrew Whitehouse	40	 Provide general administration support to Professor Whitehouse and his personal research team at the Telethon Kids Institute, including (but not limited to): Assistance with responding to email and other correspondence Meeting scheduling and organising travel arrangements Other duties as directed 	•	Cohesive day-to-day functioning of Professor Whitehouse's administration duties.	 The timely and smooth completion of duties, and feedback from Prof Whitehouse.

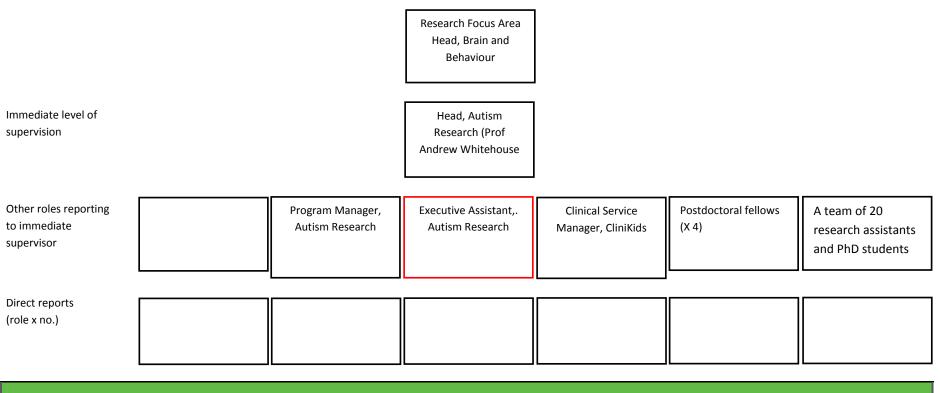
Administration and operational support to the Autism Research Team	30	 Assist with preparation for meetings, including scheduling, agenda and minute writing, and dissemination of information to relevant individuals and groups. Management of communications to the Autism Research Team from internal and external stakeholders, including taking primary responsibility for the generic office email. Develop policies and procedures for the operations of the research team. Assist the research team with administrative activities as required, including in specific research projects. Managing office requirements including printers, petty cash, stationery, study archiving. 	 The efficient generation of clear and accurate documentation. The development and execution of transparent communication protocols. A suite of policies that guide research office activities 	 Quality of documentation The timely and smooth completion of duties, and feedback from Prof Whitehouse and other research team members. Quality of daily briefings. Quality of policies, and how these improve the efficiency of operations. Timeliness Accuracy of Information Quality of Feedback 	
Accounts	20	 Ensure that all invoices and payments are processed efficiently including following up with various department accountants and business managers to ensure invoices are actioned within a reasonable timeframe. Ensure maintenance of electronic and hard copy of the groups finance filing systems 	 Provision of administration support to assist the Research Manager to manage study budgets within guidelines 	 Ease of access Number of errors Feedback Data integrity Filing system easy to use and always up to date 	
Other strategic and operational duties as required	10	Other duties as requested by Prof Whitehouse consistent with skills, time and capacity.	• As directed	• As directed	
ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:					
Qualifications:what are the minimum educational, technicalRelevant degree in Health Administration, Allied Health, Psychology, Science, Human Services or Business or equivalentor professional qualifications required to competently perform roleknowledge and skills developed through professional experience.					

	1.	Professional administrative skills/experience including meeting scheduling, IT systems use, and general office management.
	2.	Highly developed interpersonal and communication skills.
	3.	Demonstrated experience in the development of operational policies and procedures.
	4.	Proven ability to work as a member of a team as well as on own initiative without close supervision.
	5.	Knowledge of scientific research, including study design, data management and knowledge translation.
Skills, Knowledge & Experience:	6.	Advanced user of Microsoft Office Suite
	7.	Advanced organizational and time managements skills
	8.	Excellent interpersonal skills and telephone manner
	9.	Demonstrated experience with travel management
	10	Demonstrated ability to work independently and set priorities
	11	Demonstrated ability to manage large and varied workload and maintain motivation under pressure

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educat or professional qualifications required to competent		Relevant university qualification				
Skills, Knowledge & Experience:		 Experience in a research, university or similar not-for-profit organisation Knowledge and experience of databases (e.g. endnote) Good knowledge of autism, and related research goals. 				
SCOPE:						
Financial accountability: Does this role have accountability for a budget? – No						
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?						
No. of direct reports 0	f direct reports 0 No. of indirect reports 0					

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)



ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?