

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described			
POSITION DETAILS:		Position Title:	PERSONAL ASSISTANT FRASER MUSTARD CENTRE		
Division:		Department:	Child Health, Development and Education (inclusive of the Fraser Mustard Centre)		
Position reports to: (role)	Associate Professor Sally Brinkman				
Location: <i>include all possible locations</i>	Level 8, 31 Flinders Street. Adelaide, SA 5000				
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why					
This role involves conducting a wide range of administrative tasks in order to facilitate the smooth running of the Adelaide office.					
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>					
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured	

Administration	40%	<ul style="list-style-type: none"> • Management of all incoming correspondence and queries, responding or referring as appropriate • Preparation of meeting agendas and minutes • Document management including drafting, formatting, and editing of research contracts, reports and ethics/grant applications, updating CVS etc • Website and online profile maintenance • Coordination of staff/team processes such as new staff induction, conference registrations etc • General administrative support to team members 	A professional and approachable centre frontline – overall efficiency in the operation of the team due to effective administrative support.	<ul style="list-style-type: none"> • Timely and accurate completion of tasks in order to facilitate the smooth running of the office. • Receiving positive feedback on the output of various administrative tasks from the supervisor, stakeholders etc.
Organisational	40%	<ul style="list-style-type: none"> • Team diary management including the coordination of meetings, events and teleconferences • Travel, accommodation and insurance arrangements • Project management (including organisation of project tasks and staff, monitoring project progress) 	A smooth running office including successfully organised meetings and events, and monitored project progress.	<ul style="list-style-type: none"> • Timely and accurate completion of tasks in order to facilitate the smooth running of the office. • Receiving positive feedback on the output of various administrative tasks from the supervisor, stakeholders etc.
Accounts	20%	<ul style="list-style-type: none"> • Timely processing of all invoices and payments • Monthly reconciliation of team member’s visa cards • Processing of team member reimbursements • Provision of finance overviews/reports as required • Maintenance of finance files and documents • Working in conjunction with the Business Manager in order to manage study budgets 	Provision of support in order to ensure efficient and timely management of accounts.	<ul style="list-style-type: none"> • Timely and accurate processing of all payments and reconciliations, and the ability to accurately report on the status of finances as required.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

Experience working in an administrative role.

Skills, Knowledge & Experience:

- Strong communication and interpersonal skills
- Highly-developed organisational and time management skills
- Strong written language skills and attention to detail
- Ability to work independently and juggle multiple priorities
- High level of initiative and willingness to learn
- Ability to undertake ad hoc duties as requested
- A professional, friendly and positive manner
- Proficiency in Microsoft Word, Outlook, Excel, and PowerPoint

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

A degree or qualification in a related field (business or similar) is advantageous

Skills, Knowledge & Experience:

- Experience in a research or academic environment
- Project management experience
- Finance/budget management experience
- An interest in child health and development

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.

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

Immediate level of supervision

Head of Child Health,
Development and
Education

Other roles reporting to immediate supervisor

Research
Assistants

**Personal
Assistant**

Research Fellow

Senior Research
Fellow

Statistician

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