

JOB DESCRIPTION



Position Title	Administration Officer	Level	B
Reports to (role)	Program Manager, Strep A and RHD		
Team	Strep A and RHD		
Location	Telethon Kids Institute - Perth Children's Hospital, 15 Hospital Avenue, Nedlands		

PURPOSE OF POSITION

The purpose of the role is to provide effective and efficient administration support to the Strep A and RHD team, their senior leaders, designated researchers and staff members.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Support the Strep A Vaccine program	<ul style="list-style-type: none">Project related activities including: scheduling, budgeting, communications and reporting.Developing and maintaining relationships with stakeholders including our research partners.This may include secretariat roles for the Committees and working groups within the program.Inductions and on boarding.	<ul style="list-style-type: none">Feedback from relevant stakeholders.
Administration support	<p>Provide administration support to all assigned researchers, students, professional staff and senior leaders including but not limited to:</p> <ul style="list-style-type: none">Grant administration supportAssisting with Governance managementSupport with formatting and submission of manuscripts/publications	<ul style="list-style-type: none">Feedback from researchers and teams

Administration support cont.	<ul style="list-style-type: none"> • Administrative support, including preparation of documents, presentations, spread sheets and diary management • Organising travel, accommodation and conference registrations • Seminar and event management support • Purchasing and procurement • Provide assistance with updating CV's and maintenance of databases eg RGMS, Endnote • Courier shipments • Setting up and scheduling video conferences 	<ul style="list-style-type: none"> •
Other	<ul style="list-style-type: none"> • Ensure relevant filing is maintained • Undertake continuing professional development • Other duties as directed 	<ul style="list-style-type: none"> • Well organized and up to date filing system
Workplace Safety	<ul style="list-style-type: none"> • Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications: <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	<ul style="list-style-type: none"> • Year 12 or equivalent
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Minimum 5 years' experience in an office administration or similar position • Demonstrated experience with travel management • Sound experience providing support with budgets • Excellent organisational skills • Ability to work independently and to set priorities • Ability to work in a team • Excellent interpersonal skills and telephone manner • Self-motivated, flexible and friendly • Demonstrated good oral and written communication skills • Sound experience with Microsoft suite of applications • High level of attention to detail • Previous experience working in a medical, academic or research setting (desirable) • Experience in grants administration and applications (desirable) • Contract administration (desirable)

Approved by:	<i>Signature of the person with the authority to approve the job description and job title</i>	Amy Baker
Date approved:	<i>Date upon which the job description was approved</i>	10/04/2019
Reviewed by P&C:	<i>Date when the job description was last reviewed by People & Culture</i>	10/04/2019