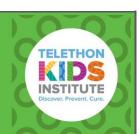
JOB DESCRIPTION TELETHON KIDS INSTITUTE



Why is this Job Description being written?			☐ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described				
POSITION DETAILS:	F	osition Title:	PERSONAL ASSISTANT/ADMINI	STRATIVE ASSISTAN	ANT		
RFA:	C	hronic Diseases o	of Childhood	Research Group:	Children's Diabetes Centre		
Position reports to: (role)	C	o-Directors					
Location: include all possible	ocation: include all possible locations Children's Clinical Research Facility, Princess Margaret Hospital						
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why							
The purpose of this role is to provide effective personal administration support to the Co-Directors of the Children's Diabetes Centre. The position also supports the work of the Research Team to enable smooth functioning and achievement of goals within time constraints.							
KEY RESPONSIBILITY AREAS (Please list in order of importance)							
Key Position Accountabilities What are the main areas for which the position is accountable	% of Toto Role		key activities or tasks to be carried ou	ut?	Outputs: What are the expected end results?	<i>Measures:</i> How it is measured	

Administration	50%	 Assist and manage the Co-Directors' workflow through: Diary management including organising appointments, meetings, attendance at conferences and seminars Monitor and respond to emails Manage and organise meetings – including preparing documentation and minute taking Managing travel arrangements; Booking travel and processing expenses Document management including; Preparing relevant documentation including the formatting/typing of correspondence, submissions, agenda's and presentations. Drafting, researching and formatting of reports, Updating CVs including use of publication databases Maintaining schedules and databases of team applications and achievements. ie publications, grants awarded Correspondence; Managing and prioritising incoming correspondence, through logging of and replying to all correspondence Event Management; Organising team events including workshops and staff functions including all aspects such as venue sourcing, bookings, agenda planning and travel arrangements for national and international guests. 	-Provide effective support to assist and manage the workload of the Co-Directors' through diary management and correspondence (written, phone calls etc) -Ensure cost effective and streamlined travel management -Provision of documentation which meets Institute standards -Efficient and effective meeting management -Effective management of correspondence	-Timeliness of response to calls, email requests, documentation etc -Positive feedback -Accuracy -Reliability -Cost effectiveness of travel related bookings
Accounts	30%	 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 -No. of errors -Feedback -Data integrity -Filing system easy to use and always up to date

Team Support ESSENTIAL SKILLS,	20%	including the agenda's and with the draf Coordinate so from nationa post-award a Assist the res Managing off stationary, st		-Timeliness -Accuracy of information -Positive feedback			
Qualifications: what are the or professional qualifications rec	e minimum edi	ucational, technical	Year 12 or equivalent				
Skills, Knowledge & Experience:			 Minimum five years' experience in an office administration position Demonstrated experience with travel management and events management Sound experience providing support with department budgets Excellent organisational skills Ability to work independently and to set priorities Ability to multitask and support team requests Excellent telephone manner Self-motivated, flexible and friendly Demonstrated good oral and written communication skills Sound experience with Microsoft suite of applications and online application High level of attention to detail 				
DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:							
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role							
Skills, Knowledge & Experience:			 Minimum two years working as a Personal Assistant Previous experience working in Medical Research Previous experience providing grants administration support 				

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	None	No. of indirect reports		None			
ORGANISATIONAL CHART:	ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)						
Next level of supervision		Director					
Immediate level of supervision		Co-Directors, Children's Diabetes Centre					
Other roles reporting to immediate supervisor	Research Manager	Personal Assistant / Administrative Assistant	Clinical Research Associate	Clinical Research Coordinator			
Direct reports (role x no.)							
ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?							