

POSITION DESCRIPTION



Department of Paediatrics
Melbourne Medical School
Faculty of Medicine, Dentistry & Health Sciences

Administrative Officer (Strong Kids, Strong Future)

POSITION NO	0054036
CLASSIFICATION	UOM 5
SALARY	\$76,866 - \$88,312 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time (0.8 FTE)
BASIS OF EMPLOYMENT	Fixed-term position for 12 months
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Anita D'Aprano Email anita.daprano@unimelb.edu.au <i>Please do not send your application to this contact.</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The ASQ-TRAK program, an initiative designed to improve the developmental outcomes of Aboriginal and Torres Strait Islander children, includes a developmental screening tool that is used to observe and monitor the development of Australian Aboriginal children, as part of routine health checks. The tool is the only culturally adapted developmental screening tool for this context and has been developed in collaboration with Aboriginal communities in Australia. The ASQ-TRAK tool is supported by a training framework and customised resources. Information on the ASQ-TRAK program can be found at: <https://asq-trak.education.unimelb.edu.au/>.

The Administrative Officer will support the progress of the **ASQ-TRAK program**, through provision of high-quality administrative support, including distribution of the ASQ-TRAK tool and toy kits, support for the ASQ-TRAK training program, and support for meetings related to the program. They will manage competing demands, prioritise tasks effectively, and respond professionally with a range of stakeholders, providing a high level of client service. The ASQ-TRAK program is currently going through rapid expansion and exploring new systems and processes to implement.

We are a small but rapidly growing team, passionate about the difference we can make. We are committed to welcoming new team members, supporting them transition to their new roles, and creating a positive work environment.

The position is in The University of Melbourne's Department of Paediatrics, based at The Royal Children's Hospital, and will report to the ASQ-TRAK Program Manager.

1. Key Responsibilities

- ▶ Support the distribution of the ASQ-TRAK tool and toy kits, including:
 - placing orders of materials, responding to customer enquiries, recording sales, and reconciling invoices, using established processes.
 - ensuring that administrative requirements are met in a timely and efficient manner.
- ▶ Manage all logistics associated with training activities, including:
 - scheduling, booking venues, setting up online video-conferencing, arranging travel, supporting registration of participants, ordering catering, and organisation of training materials.

- ▶ Co-ordinate all meetings required for the program, including:
 - scheduling, managing hybrid meetings, preparing agendas and taking timely minutes
- ▶ Liaise with stakeholders to ensure excellent customer service is provided.
- ▶ Maintain and update program documents and records.
- ▶ Undertake financial transactions, including ordering items, credit card reconciliations, and submitting invoices for payment.
- ▶ Contribute to the team effort in establishing and improving systems and procedures that support effective operations of the research program.
- ▶ Demonstrate outstanding organisational skills to achieve work within a fixed timeline.
- ▶ Demonstrate ability to work independently with minimal supervision.
- ▶ Develop and maintain effective working relationships with staff and students, at all levels.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree with subsequent relevant experience, and/or an equivalent combination of relevant experience and/or education/training.
- ▶ Experience in event management, to support training sessions and seminars
- ▶ Strong interpersonal skills with a client-oriented focus, and an ability to effectively liaise with a wide range of stakeholders
- ▶ Well-developed verbal and written communication skills with the ability to relate effectively with a range of people across all levels of the organisation
- ▶ Demonstrated ability to work independently and as part of a team
- ▶ Demonstrated commitment to providing excellent customer service
- ▶ Proven ability to prioritise work efficiently and meet deadlines while working across multiple projects
- ▶ Proficiency in the use of MS Office computer applications including Teams and OneNote,
- ▶ Willingness and ability to learn new applications, and support implementation of new systems

2.2 DESIRABLE

- ▶ Familiarity with policies and procedures at The University of Melbourne, and systems including Themis, iProcurement and UniTravel
- ▶ Experience with records managed SharePoint and Salesforce CRM
- ▶ Previous experience of working with Aboriginal and Torres Strait Islander communities
- ▶ Experience working in the health or early childhood education sector

2.3 SPECIAL REQUIREMENTS

- ▶ As this position is located at The Royal Children's Hospital, the incumbent will be required to hold and maintain a current Working with Children Assessment Notice, valid for paid work (<http://justice.vic.gov.au/workingwithchildren>), and a current police check.

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 DEPARTMENT OF PAEDIATRICS

<http://www.paediatrics.unimelb.edu.au/>

The Department of Paediatrics is the flagship representative of the University partnership with the Royal Children's Hospital, and is co-located on the Melbourne Children's campus in Flemington Road, Parkville.

The Department of Paediatrics is a large department within the Melbourne Medical School. The Department has responsibility for the Child & Adolescent Health component of the Doctor of Medicine course of the School. There are approximately 80 academic and professional staff, including 25 Professorial positions, 400 honorary academic staff, and more than 150 students who are enrolled to pursue research degrees from Honours, Masters and PhD. A further 60 students undertake research in the Scholarly Selective component of the MD course. In 2017, the total research income for the Department was nearly \$8.5M and members of the Department published more than 1000 peer reviewed publications.

The Department delivers a range of teaching across the clinical, biological and health sciences, and within the MD program and is responsible for the teaching of child and adolescent health, paediatric surgery, and other specialties in relationship to children, adolescents and their families, including mental health. Other programs include post-graduate courses in Adolescent Health & Welfare and Genetic Counselling as well as Research Higher Degrees

The Department of Paediatrics plays a pivotal role in the life of the Royal Children's Hospital with its members being actively involved in policy development and senior management. Members of the Department make major contributions to the development of child and youth health policy and also to broader aspects of health policy at a national and state level.

Working with its partners, the Department of Paediatrics' vision for the Melbourne Children's campus is to be a world-leading, integrated research, teaching and clinical site with the overall aim of benefiting child and adolescent health.

5.1.1 MELBOURNE CHILDREN'S CAMPUS

<https://www.melbournechildrens.com/about/>

Melbourne Children's is a fully integrated academic paediatric teaching hospital and research institute which is unique in Australia and acclaimed internationally. Bringing together four outstanding organisations, The Royal Children's Hospital, the Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation, the Melbourne Children's is a single, purpose-built and multi-award winning campus in the city of Melbourne.

The purpose of the Melbourne Children's is to collaborate, as world leaders, in advancing child and adolescent health through prevention, early intervention and health promotion, together with the highest quality clinical care, outstanding research and comprehensive education and training. Together the partnership forms an interwoven, symbiotic relationship delivering high quality clinical services underpinned by research and education. Collectively the independent entities contribute to a paediatric health sciences precinct which is greater than the sum of the parts. The presence of each benefits the other, ensuring the primary focus of each entity is achieved.

The Royal Children's Hospital Foundation provides invaluable philanthropic support to Melbourne Children's, enabling the campus to pursue innovative, world-leading clinical, research and teaching opportunities to deliver high quality paediatric care and successful prevention strategies.

5.1.2 THE ROYAL CHILDREN'S HOSPITAL

<http://www.rch.org.au/home/>

The Royal Children's Hospital (RCH) is a state-wide teaching, training and research paediatric hospital. The hospital provides tertiary, secondary and primary child and adolescent health services, including mental health services.

The Royal Children's Hospital has a major leadership role in child and adolescent health in Victoria with state-wide specialist roles. A tertiary and quaternary paediatric referral centre the Royal Children's Hospital provides specialist services and multidisciplinary clinics for sick infants, children and adolescents from Victoria, Tasmania, South Australia and southern New South Wales. The Royal Children's Hospital also provides specialised paediatric care for patients from overseas, particularly from south-east Asia, Nauru and Fiji.

The Royal Children's Hospital plays a major role in child public health, health promotion and advocacy for children and young people's health. It provides the full spectrum of medical and surgical paediatric services, as well as a number of specialist tertiary paediatric services and health promotion and prevention programs for infants, children and adolescents. These services are provided on both an inpatient and ambulatory basis.

Teaching, training and research are fundamental elements of the Royal Children's Hospital. The Royal Children's Hospital is part of a child health precinct, and in partnership with the Murdoch Children's Research Institute, the University of Melbourne, La Trobe University, Deakin University, Monash University and RMIT University, ensures clinical services are integrally linked with teaching, training and research.

These relationships are crucial in providing opportunities for significant participation in the public health agenda for children and young people, for 'translational research' to drive laboratory and clinical findings into health promotion and prevention programs and for driving new paradigms and models of care.

5.2 MELBOURNE MEDICAL SCHOOL

www.medicine.unimelb.edu.au

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. The School is ranked ninth in the world (Times Higher Education World University Rankings 2019 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading hospitals in both the public and private sectors, as well as with leading medical research institutes and centres, nationally and internationally.

MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

With nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) the MMS has over 900 academic and professional staff members who are located at the University of Melbourne's Parkville campus or are embedded within health services throughout metropolitan Melbourne and rural Victoria. In addition, MMS staff are privileged to work alongside over 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students.

MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD) which is the School's flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia and set a new benchmark in medical education.

MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. With an annual research income of \$88.5 million the research effort of the school is highly collaborative and spans basic to translational research. MMS has nearly 550 higher degree by research candidates.

School staff members also actively lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service.

Under the leadership of Professor John Prins, MMS is undertaking exciting new developments including a major review of the MD curriculum, an emphasis on the clinician-scientist career trajectory (in partnership with affiliated Hospitals, Medical Research Institutes and Foundations), and a reinvigorated focus on clinically relevant research. These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership positions across the School. These positions present a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

5.5 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>