

# POSITION DESCRIPTION



Department of Medicine  
Melbourne Medical School  
Faculty of Medicine, Dentistry and Health Sciences

## Department Administrator

<b>POSITION NO</b>	0063526
<b>CLASSIFICATION</b>	UOM 6
<b>SALARY</b>	\$96,459 – \$104,413
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part-Time (0.8 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://www.jobs.unimelb.edu.au">www.jobs.unimelb.edu.au</a> and use the Job Search screen to find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Sharon Kitt, Department Manager Email: <a href="mailto:sharon.kitt@unimelb.edu.au">sharon.kitt@unimelb.edu.au</a> <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](http://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 Department Coordinator is a dynamic role that has responsibility for a diverse range of tasks in the Department of Medicine, Melbourne Medical School. The primary purpose of the role is as executive assistant support to the Lead Academic at St Vincent's Hospital, but this may also include supporting other Academic Leads and Department Manager of Department of Medicine to ensure the efficient operation of the day-to-day management of the Department. The incumbent will need to proactively anticipate requests and complete administrative tasks to support the Lead Academic. The incumbent is also responsible for coordination of selected administrative functions across five locations to ensure the Department runs smoothly as a single organizational unit.

Reporting to the Department Manager but working closely with the Lead Academic, the incumbent will be required to manage competing deadlines, prioritise tasks effectively, be self-directed, handle sensitive issues with discretion and confidently interact with internal and external stakeholders. It is expected that the incumbent has a strong understanding of the objectives, priorities and projects that lie within the responsibility of the Lead Academic to assist in the achievement of goals.

The role will suit someone with strong executive support, administration and communications experience, who can enthusiastically engage both internal & external stakeholders, and enjoys managing multiple demands and competing deadlines.

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

- ▶ Completion of a relevant tertiary qualification and significant relevant experience, or a combination of relevant work experience and/or education/training;
- ▶ Excellent interpersonal and verbal communication skills with the ability to effectively build and enhance relationships with internal and external stakeholders;
- ▶ Strong organisational, attention to detail and project management skills to ensure the effective prioritisation, management and completion of tasks within agreed deadlines;

- ▶ Demonstrated use of initiative and responsiveness in managing tasks and ensuring organizational objectives are achieved;
- ▶ Ability to work independently and proactively under broad direction, and within the framework of Faculty/University guidelines and procedures;
- ▶ Demonstrated experience in executive assistant and general administration support for senior leaders with a high level of organisational skills in an environment with multiple competing work demands

## 1.2 DESIRABLE

- ▶ Experience working in a tertiary education and/or hospital environments.
- ▶ Knowledge of and proficiency in using enterprise systems, for example Workday, Mailchimp, Qualtrics, website editors and other applications

## 2. Special Requirements

- ▶ While this position is primarily located at a single campus, on occasion this position will require travel between hospital precincts and the University of Melbourne's Parkville campus to support other sites.
- ▶ This position may from time to time require out-of-hours work and meetings at various hospital locations.
- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

## 3. Key Responsibilities

With a high degree of independence, the Department Administrator will proactively drive the following:

- ▶ Provide high level administrative and operational support to Lead Academic including maintenance of diary commitments, processing of credit card transactions, travel portal and associated travel itineraries, coordination of online processes for the Lead Academic and the Department Manager;
- ▶ Provide an interface between the senior members of the Department, Faculty, University, Hospitals, community and granting bodies and establish and maintain good working relationships in a tactful and diplomatic manner;
- ▶ Contributing to managing the daily flow of correspondence and communications, including email, liaising with University, Hospital, and Institute personnel, drafting correspondence, and liaising with external stakeholders.
- ▶ Coordinate the renewal and new appointments of honoraries, visitors and IT access requests as required;
- ▶ Coordinate the annual promotion and performance review processes for the Department; and supporting honoraries with HR and finance matters

- ▶ Supporting Department of Medicine staff including honoraries, with HR and finance matters dissemination of Department, School and Hospital communications to staff and honorary appointments (and Graduate Research students as required);
- ▶ Providing by Executive Officer and Secretariat support for meetings and events, including coordinating executive committees and working groups, through the preparation and distribution of agenda items and minutes, documentation of actions and ensuring follow up is completed;
- ▶ Maintain, review and coordinate updates to the local site Department of Medicine website, social media and other communication platforms;
- ▶ Organise and support the effective running of local site and Department events including committees, seminars, planning days and workshops as required;
- ▶ Ongoing review and development of administrative systems, policies and procedures utilising the University guidelines for electronic records management;
- ▶ Coordinate physical resources including the maintenance of Department's IT equipment and asset register, allocation of space and movement of physical resources;
- ▶ Coordinate provision of local Department supplies utilising the online University and Hospital procurement processes.
- ▶ Undertake specific short-term projects as required by the Department or the Department Manager from time to time.
- ▶ Contribute to the smooth operation of the Department by assisting other staff during peak periods or absences.

## **4. Job Complexity, Skills, Knowledge**

### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

This position works under the broad direction of Head of Department of Medicine and the Department Manager. The incumbent works collaboratively with the Lead Academics across the hospital precincts and other precincts staff and will have the skills and experience relevant to the environment and tasks to be independently responsible for prioritising their own workload. Logistical location of centres and units of the Department will require the use of initiative, knowledge and expertise to perform a range of tasks of varying complexity with minimal supervision.

### **4.2 PROBLEM SOLVING AND JUDGEMENT**

The incumbent will resolve problems independently by applying their detailed knowledge of relevant policy frameworks and governance. The position requires a thorough understanding of the University operational policies and procedures. The incumbent will have the ability to think creatively and consider a range of solutions with an awareness of the consequences and implications of the decisions made. The incumbent must have well developed problem solving skills and will take responsibility for tasks undertaken. The incumbent will manage multiple concurrent deadlines, whilst recognising that a flexible approach is necessary to ensure quality service provision. Continual improvement of processes is important as part of business improvement.

### 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires excellent written and verbal communication skills and a high level of computer expertise and adaptability. The position also requires a sound understanding of the organisational structure, workplace culture and protocols and strategic objectives of the Department, Faculty and University. The incumbent will have the organisational knowledge to develop and implement local systems to ensure that operational and policy objectives and compliance are met.

### 4.4 RESOURCE MANAGEMENT

The incumbent contributes to and is responsible for effective running of the office, including information flow and management of documentation and records.

### 4.5 BREADTH OF THE POSITION

The position covers a broad range of high-level administrative and executive support activities, and the incumbent will liaise with a range of staff at a variety of levels across the University and with stakeholders such as partner hospitals and institutes, local national and international. The position will coordinate a range of concurrent activities and needs to be able to act independently, manage complex information and communications processes.

## 5. 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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

## 6. Other Information

### 6.1 DEPARTMENT OF MEDICINE

[www.medicine.unimelb.edu.au/medicine](http://www.medicine.unimelb.edu.au/medicine)

The Department of Medicine is a large and diverse department in the Melbourne Medical School that undertakes research, postgraduate and undergraduate teaching within the University of Melbourne teaching hospitals. The Department of Medicine is a large, research-active Department. Research at the Department of Medicine encompasses basic, clinical and applied research in a range of areas. The ultimate goal of our research is to improve the treatment of human disease. Driven by clinical questions, our work covers aspects of the basic mechanisms of biology and physiology, clinical and community-based epidemiology, and clinical trials for new therapies and devices. We have outstanding academic and professional staff, highly proficient in a diverse range of clinical, research, teaching and administrative skills.

### 6.2 MELBOURNE MEDICAL SCHOOL

<http://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. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics and Gynaecology;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,000 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,725 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

School staff and honorary appointees 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. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

<https://medicine.unimelb.edu.au/about/diversity-and-inclusion>. MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

### 6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

## 6.4 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>.

## 6.5 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.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

## 6.6 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 [www.unimelb.edu.au](http://www.unimelb.edu.au).