



POSITION DESCRIPTION

The Peter Doherty Institute for Infection and Immunity
Faculty of Medicine, Dentistry and Health Sciences

Administration and Events Assistant (Casual)

POSITION NO	0056888
CLASSIFICATION	UOM 4
SALARY	\$34/hour
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Up to 40 hours per week for 3-4 months
BASIS OF EMPLOYMENT	Casual
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	Tamara Pilot Email tamara.pilot@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

Position Summary

The Administration and Events Assistant provides high quality administrative and event support for the Peter Doherty Institute for Infection and Immunity (Doherty Institute), with day-to-day supervision by the Operations and Projects Coordinator. The role is primarily responsible for a number of key administrative functions within the Institute. The scope of activities includes enquiry response, event management support, administration associated with financial transactions and contracts, travel arrangements, and general office and operational tasks.

The Administration and Events Assistant works closely with the Directorate staff and Operations Manager of the Doherty Institute. The position also works closely with the Institute's Marketing and Communications team to provide general support, including creation of event promotional materials and uploading of Intranet posts.

The Administration and Events Assistant is also responsible for backup reception support, playing an important role in customer service and representation of the Institute to researchers, industry, students, visitors and the general public.

The Administration and Events Assistant will liaise with a diverse range of stakeholders; high level customer service and professionalism is required to succeed in this role.

1. *Responsibilities*

Provide administrative support to ensure efficient running of the day-to-day operations within the Directorate team

Manage and maintain the Doherty Institute room booking and venue hire including meeting rooms, seminar rooms and the auditorium; assist with the bookings of the Doherty facilities.

Support the Directorate team in coordinating the delivery of programs and in collaboration with relevant staff and stakeholders.

Provide administration and event support to Institute events as required. This includes the creation of flyers, event listings, management of webinars, creation of run sheets and updating of intranet calendars.

Maintain accurate records of programs and event plans such as responding to enquiries, presenter information, maintaining the database and other relevant information.

As the first point of contact for online enquiries, respond and/or appropriately refer enquiries.

Prepare and process invoices, reimbursements, reconciliation of purchasing orders, provide corporate credit card statements, prepare standard contracts, and monitor income and expenditure against budgets.

Processing and coordination of IT Access contracts for Melbourne Health staff at the Institute

Secretariat function for the Doherty Institute Social Committee including event management of 3-4 key events per year.

Undertake other administrative duties as assigned by the Operations and Projects Coordinator and Communications team to support the efficient operation of administrative functions within the Institute.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

Completion of a diploma level qualification with relevant work experience or completion of a certificate IV with relevant work experience, or an equivalent combination of relevant work experience and/or education/training.

Excellent communication and interpersonal skills including a strong customer focus with the ability to interact with a diverse range of stakeholders.

Well-developed professional organisational skills including the ability to manage workflow, prioritise tasks and meet deadlines in a fast paced environment, paying attention to detail.

Experience in supporting event organisation and management.

Ability to work independently and collaboratively with a flexible and adaptable attitude to work in a team environment.

A high level of proficiency in the Microsoft Office suite.

2.2 DESIRABLE

Experience in minute taking.

2.3 ADDITIONAL REQUIREMENTS

Flexibility to work outside of business hours may be required.

This position requires the incumbent to hold a current and valid Working with Children Check.

This position will require some physical activity including moving of chairs and tables for events as needed.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Under the guidance of the Operations and Projects Coordinator of the Doherty Institute, the incumbent will operate with some independence and will be responsible for individual time management and prioritisation of tasks. The incumbent must be able to work independently under general direction to carry out day-to-day-tasks, escalating tasks beyond their scope with their supervisor.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to use initiative in prioritising work, balancing a range of tasks simultaneously and prioritising these efficiently. The ability to initiate work and take responsibility for decisions is required. The incumbent is expected to exercise sound judgement, apply common sense and knowledge of the workplace as well as relevant policies in dealing with tasks. Complex issues or matters with urgency and sensitivity should be referred to the supervisor in a timely manner.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent must develop a good understanding of Doherty Institute's operations and the various organisations that form a part of the Institute. This includes any compliance regulations that affect the reception area and relevant security details. The incumbent requires excellent interpersonal skills to facilitate effective communication with staff, student and external stakeholders. A well-developed understanding of working in a team environment is essential.

The incumbent must comply with Faculty and University policies and procedures.

3.4 RESOURCE MANAGEMENT

The Administration and Events Assistant is responsible for efficient time management and effective use of work resources without compromising on quality.

3.5 BREADTH OF THE POSITION

The Administration and Events Assistant is a key member of the Doherty Institute and plays an important role in customer service and representation of the Institute to researchers, industry, students, visitors and the general public. This role interacts with both internal and external stakeholders at various levels.

4. *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.

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:

<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.

6. Other Information

6.1 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

doherty.edu.au

Finding solutions to prevent, treat and cure infectious diseases and understanding the complexities of microbes and the immune system requires innovative approaches and concentrated effort. This is why The University of Melbourne – a world leader in education, teaching and research excellence – and The Royal Melbourne Hospital – an internationally renowned institution providing outstanding care, research and learning – have partnered to create the Peter Doherty Institute for Infection and Immunity (Doherty Institute); a centre of excellence where leading scientists and clinicians collaborate to improve human health globally.

6.2 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.

6.3 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>.

6.4 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.

6.5 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>