



POSITION DESCRIPTION

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

Executive Assistant/Administration Officer

POSITION NO	0037836
CLASSIFICATION	UOM 5
SALARY	\$83,159-\$95,518 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1.0FTE) Part time may be considered
BASIS OF EMPLOYMENT	Continuing
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	Patricia Murray Tel +61 3 8344 7766 p.murray@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 Executive Assistant/Administration Officer works alongside a Head of Department in the School of Health Sciences, in support of our mission to educate future health professionals, perform internationally-recognised research, and support the advancement of Nursing and Allied Health in the Melbourne School of Health Sciences. The School comprises 5 departments and 6 disciplines; Optometry and Vision Sciences, Nursing, Physiotherapy, Social Work and Audiology and Speech Pathology. The appointee will be responsible for delivering high-quality support for a range of tasks including human resources, finance, general office administration, events, communications, travel and occupational health and safety.

This diverse and exciting position will work to provide exceptional support to the Head of Department. Adopting a dynamic and flexible approach and using your high-level organisation and problem-solving skills, you will work in partnership a Head of Department, the School Manager, Operations Manager and the Department's staff to ensure smooth running of Departmental operations. The incumbent will be responsible for providing Executive Officer support for assigned Department committees and School strategic initiatives. This position reports to the School Operations Manager as the primary line-manager and the Department Head for day-to-day matters.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes. We invest in developing the careers and wellbeing of our students and staff and expect all our staff to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

The MSHS team is based across 3 main locations on the Parkville campus. The incumbent will be allocated to a primary location but may be required to work across multiple MSHS sites as needed.

1. Key Responsibilities

1.1 ADMINISTRATIVE SUPPORT

- Provide general administrative support to Department and School staff, and Executive Assistant support to the Head of Department.
- Work collaboratively with other professional and academic staff to deliver integrated and aligned administration service across the School, and provide a responsive service for enquiries from staff, visitors and students, building strong and effective relationships with internal and external staff and colleagues to ensure the efficient delivery of administrative services in a tactful and diplomatic manner while maintaining confidentiality.
- Work closely with the Head of Department to support projects and coordinate activities related to strategic initiatives for the MSHS Strategy
- Create and maintain casual staff contracts and guest/visitor/honorary agreements, monitor end dates for fixed term and causal contracts, maintain Departmental staffing lists and assist with logistics of recruitment, onboarding/welcome, and offboarding of Departmental staff
- Maintain effective filing and database systems, department intranet pages, organisational charts, departmental floorplans and space allocation information, in line with University policy
- Establish processes and procedures to coordinate the workflow of the office and actively contribute to ongoing administrative process improvement initiatives within the School, and as appropriate across the wider University
- Coordinate and support department events, such as meetings, conferences, research retreats, seminars or lecture series. This includes developing presentation materials for events, sourcing suitable venues, including meeting room bookings, arranging catering, issuing invitations and providing on-site support where required.
- Ensure timely payment of invoices, raise purchase orders and maintain office and kitchen consumables levels.
- Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.2 EXECUTIVE SUPPORT AND DIARY MANAGEMENT

- Credit card reconciliations for Head of Department.
- Organise travel arrangements, conference and event attendance including bookings and itineraries for the Head of Department.
- Provide secretariat support for nominated department committees, arranging meeting reports, committee papers, agendas, minutes, and correspondence as required.
- Support the Operations Manager and HoD with the management of the Academic Triennial Review and Annual Review processes
- Diary management for the HoD, including forward planning and ensuring meetings and other commitments are scheduled in a timely manner and in a workable timeframe, anticipating likely needs and outcomes, and planning accordingly.
- Produce well-presented documents, presentations (utilising PowerPoint) and reports.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Previous experience in Administrative and/or Executive Assistant roles in medium-to-large organisations, involving managing a range of administrative support tasks including diary management, contacts and email organisation, and events.
- ▶ Excellent time management and organisational skills, including demonstrated experience in co-ordinating workflow, prioritising tasks, meeting deadlines and effectively balancing competing demands.
- ▶ Excellent interpersonal skills, including a demonstrated ability to interact positively and work co-operatively in a multi-disciplinary team environment and liaise with people from diverse backgrounds.
- ▶ Demonstrated ability to work with tact, diplomacy and maintain confidentiality
- ▶ Strong written and verbal communication skills including the ability to prepare reports, committee papers, agendas, minutes, presentations and correspondence.
- ▶ High level of computer skills including extensive experience using an electronic diary management system, good working knowledge of the Microsoft Office suite, (including SharePoint and Microsoft forms)
- ▶ Demonstrated problem-solving skills and a proactive approach to identifying and resolving issues using sound judgement
- ▶ A demonstrated ability to work both independently and as part of a team, collaborating with others, sharing information and ideas, supporting peers and assisting when others are on leave.

2.2 DESIRABLE

- ▶ A demonstrated interest in Health Sciences and/or Education
- ▶ A working knowledge of applications such as Visio and PDF/Nitro, and experience in the use of bulk mail delivery systems and web editing platforms, as well as a range of social media platforms
- ▶ Familiarity with University of Melbourne administrative, financial and HR systems, processes, policies and procedures.

2.3 OTHER JOB RELATED INFORMATION

- ▶ The position may require a start time between 8am and 9am based on business needs.
- ▶ The incumbent is required to work flexible hours from time-to-time to meet the inherent requirements of this position.
- ▶ There will be peak service delivery periods during which time leave is not likely to be approved.
- ▶ 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. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position works under broad direction within a collegial team environment. It will require independence and initiative in order to carry out tasks for the betterment of the School. There will be autonomy required for delegated tasks and understanding that all activities contribute to the support of the team. As the position works within a team located across multiple sites, there will be a necessity to ensure that communication between the team is consistent so that all interested parties can easily refer and escalate matters as appropriate.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to resolve problems using judgement, common sense and a broad interpretation of existing policies and to implement new procedures in accordance with School and University policy.

The incumbent is responsible for individual time management and will be expected to use initiative in balancing a range of tasks simultaneously and prioritising these efficiently. There will be an expectation to escalate matters when necessary to managerial staff.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures and systems. This may be achieved through a combination of current knowledge, experience, training and peer to peer learning.

3.4 RESOURCE MANAGEMENT

The incumbent is expected to manage within budgetary constraints and to investigate and recommend cost-effective strategies where possible. The incumbent is also required to manage time efficiently and make effective use of work resources without compromising quality.

3.5 BREADTH OF THE POSITION

The position enables the operational activities of the Melbourne School of Health Sciences and will interact with the broader Faculty of Medicine Dentistry and Health Sciences, as well as the University, external bodies and students as required.

The incumbent will need to interact effectively and appropriately with a variety of staff at all levels, both internal and external to the University.

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 ORGANISATION UNIT

Insert link to Department or School homepage - if applicable

<http://healthsciences.unimelb.edu.au/>

The work of the School of Health Sciences, which comprises 5 departments and 6 disciplines; Optometry and Vision Sciences, Nursing, Physiotherapy, Social Work and Audiology and Speech Pathology, is to deliver teaching in an engaging and innovative learning environment, to research new and best practice methodologies and innovations in the areas of Health Sciences, and to develop and improve health outcomes for all Australians. We are here to discover, empower and transform global health and wellbeing.

The School has a passion, commitment and energy to be an active creator and contributor to change and improvement in the health sector in our global network. Global for us starts with local; attending to the critical health conditions for Australians, to deeply learn, understand and apply Indigenous knowledge in relation to health, and to contribute to equity of health resources, care provided, experiences and outcomes. And taking this local focus to a global perspective, both to learn, and to contribute to learning across borders and divides.

The School of Health Sciences operating model creates an inter-professional learning community at the forefront of leadership in health sciences education, clinical research, scholarship, professional practice, workforce training and knowledge exchange.

The School works closely with a broad network of valued partners in Australia and worldwide to:

- educate graduate entry and post-graduate students in the disciplines of Nursing, Social Work, Physiotherapy, Audiology, Speech Pathology, and Optometry and Vision Sciences through accredited programs tailored to workforce needs nationally and internationally;

- provide national and international health sciences students with professional training to enable them to be competent and effective health professionals who are work ready, eligible for registration and primary contact practitioners;
- advance the careers of experienced professionals through education and training that enables them to be leaders in their field;
- train graduate research students to become independent researchers and well-prepared for their future research, clinical, professional or academic careers;
- continue to create and support initiatives that enhance the overall lived experience, safety and advancement of our students at the University of Melbourne;
- obtain external funding and conduct high quality clinical research and knowledge transfer and exchange activities with impact nationally and internationally;
- deliver professional education courses and training for the health sciences professions;
- build strong relationships and active programs of interaction with the alumni in each discipline;
- continue to build effective collaborations with clinicians, patients, the healthcare sector, the research community, governments, industry partners and communities in Australia and internationally.

6.2 BUDGET DIVISION

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