POSITION DESCRIPTION

The University of Melbourne 
(logo)

Melbourne Brain Centre at RMH

Faculty of Medicine, Dentistry and Health Sciences

Executive Assistant, Australian Stroke Alliance

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| Position No | 0063857 |
| Classification | UoM 6 |
| Salary | $96,459 - $104,413 pa |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Full-time (1.0 FTE) |
| BASIS OF EMPLOYMENT | Fixed-term contract type: Executive Administration Support |
| Other Benefits | <http://about.unimelb.edu.au/careers/working/benefits> |
| How to Apply | Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers), select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number. |
| contact For enquiries only | Narelle Cullen  Tel +61 3 9342 2960 Email [narelle.cullen@unimelb.edu.au](mailto:narelle.cullen@unimelb.edu.au)  Please do not send your application to this contact |

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 Melbourne Brain Centre at Royal Melbourne Hospital (MBC-RMH) is a joint Centre for Research Excellence within the RMH and University. The Centre is the central hub for the Australian Stroke Alliance (ASA), funded by the Medical Research Future Fund (MRFF) Frontier scheme (2021-2026). The ASA are conducting a large-scale national research program focussed on the development and clinical validation of innovative new brain scanning technologies which are lightweight and portable and can potentially enable early intervention in stroke.

The Executive Assistant will provide high-level administrative support to the Co-Chairs of the ASA, ensuring the operational efficiencies of their office and providing support across the major research activities of the MRFF program. This includes extensive diary management; arranging meetings, travel and responding to invitations, management of email, and developing effective relationships to liaise with key stakeholders on behalf of the Co-Chairs to progress ongoing priorities. This position requires a motivated and mature individual with strong problem solving and interpersonal communication skills and a high degree of sensitivity and confidentiality. The role is office based 4 days per week, Monday - Thursday with an option to work from home on Fridays.

# Key Responsibilities

* Provide high level executive assistant support for the Co-Chairs of the Australian Stroke Alliance
* Provide high-level secretariat support to ASA Board and associated committees including minute taking, preparation and distribution of agendas, actions, and other papers to a high standard and in a timely way, including follow-up action as appropriate.
* Managing all relevant research meeting logistics, including diary management, liaison with delegates and record keeping
* Preparation of draft correspondence, reports and other documents as required to a high degree of accuracy and presentation.
* Develop effective working relationships with senior university and hospital personnel and key external clients, such as liaising closely with the ASA Stakeholders and affiliates to facilitate communications; letters, emails, briefing notes, meetings and reporting.
* Maintaining the Co-Chairs academic CVs, ensuring they are up to date
* Coordinate Co-Chairs travel arrangements including developing itineraries, booking flights and accommodation, and confirming meetings and visits.
* Collating research reports and maintaining University publications records
* Assisting in the coordination of the MBC fortnightly education seminar series, including handling the scheduling of speakers, coordination of sponsorship and advertising of talks
* Be the lead support in finalising collaborative research projects and funding applications
* Assisting with booking travel arrangements for other research staff
* Assisting in drafting documents, reports and briefing notes relating to a range of issues and priorities
* Assisting with research development work in support of the ASA strategies and key initiatives
* Other duties as directed by the Co-Chairs
* Adhering to Occupational Health and Safety (OHS) and Environmental Health and Safety EH&S) responsibilities as outlined in section 5.

# Selection Criteria

## Essential

* Completion of a relevant tertiary level qualification or an equivalent combination of relevant experience and/or education training
* Substantial relevant experience in a similar role performing the full range of high-level secretarial support to a senior staff member.
* Excellent oral and written communication skills with proven ability to draft correspondence and compile reports.
* High-level organisational skills including the ability to prioritise and schedule work to meet deadlines
* Demonstrated capacity to exercise sound judgment, diplomacy, tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner.
* Capacity to manage a variety of tasks, prioritise, work efficiently and meet deadlines while working across multiple projects with specific reporting requirements
* High-level computer skills with advanced competency in the use of Microsoft Office applications including Word, Excel, PowerPoint, Outlook, Teams, SharePoint as well as Zoom and database systems.
* Excellent interpersonal skills and ability to communicate with stakeholders at all levels
* Proven ability to contribute as a member of a professional administrative team.
* Ability to demonstrate versatility, enthusiasm, self-motivation and initiative.

## Desirable

* Previous experience in a scientific, higher education and/or medical institution
* Knowledge of the university and hospital medical administrative policies and procedures
* Experience with THEMIS Research or similar research management information systems would be well regarded.

# Job Complexity, Skills, Knowledge

## Level of Supervision / Independence

The Executive Assistant reports to the Co-Chairs of the ASA and the Director of MBC-RMH (Chair of Translational Neuroscience). The position will also work closely with other senior administrative and professional staff within MBC-RMH to provide support to the research unit.

## Problem Solving and Judgement

The Executive Assistant requires enthusiasm, initiative, flexibility and application of sound judgement in resolving problems or issues that may arise. The ability to initiate work and take responsibility for decisions relevant to particular tasks is essential.

## Professional and Organisational Knowledge

The Executive Assistant will have sound knowledge of administrative and governance processes and a high level of computer literacy including advanced use of MS Word and Excel, sound knowledge of medical terminology and excellent attention to detail.

## Resource Management

The Executive Assistant is expected to efficiently manage resources (information and time). The ability to prioritise competing demands for resources and to meet clear deadlines for completion of tasks is critical. Highly developed interpersonal and communication skills are essential.

## Breadth of the position

The position interacts with members of the Department at all levels and provides support to a number of individuals.

# 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.

# 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.

# Other Information

department of MEDICINE

<https://medicine.unimelb.edu.au/school-structure/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 provides high quality academic services across a broad range of clinical, educational and research activities at the Royal Melbourne Hospital, St Vincent’s Hospital, Austin Health, Western Health and Northern Health. In addition, there is a strong focus on clinical trials research as well as innovative interfaces between tertiary healthcare and cutting-edge research.

The objectives of the Department of Medicine are to provide clinical and research leadership from the interface of basic science and clinical medicine across the medical disciplines, to teach undergraduate and postgraduate students, to perform high quality research, and to provide leadership in national medical and scientific bodies. The Department has students enrolled in Bachelor of Science (Honours), Master of Biomedical Science, Master of Medicine, Doctor of Medicine and Doctor of Philosophy students. The Department also regularly hosts students for research training on exchange from other Australian and International Universities.

Staff of the Department include clinical academics, research fellows, research assistants, administrative personnel across the various teaching hospitals. As of December 2023, the Department has 193 fixed term and continuing staff (headcount). The Department is also grateful for its 468 honorary staff who contribute to and help to successfully deliver the teaching and research activities of the Department. The Department is committed to establishing and maintaining a workplace culture consistent with the Faculty values of Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity.

## DEPARTMENT OF RADIOLOGY

[www.medicine.unimelb.edu.au/school-structure/radiology](http://www.medicine.unimelb.edu.au/school-structure/radiology)

The Department of Radiology was the first University Department of Radiology in Australia, established in 1965 with the appointment of William S C Hare as the Foundation Edgar Rouse Professor.

The Department delivers teaching for students enrolled in the Melbourne Medical School’s flagship course, the Doctor of Medicine, and offers the Master of Medicine (Radiology) to trainees in accredited Radiology training positions across Victoria. It has a presence across University of Melbourne teaching hospitals including Austin Hospital, Mercy Hospital, Peter MacCallum, Royal Children’s Hospital, Royal Melbourne Hospital, Royal Women’s Hospital, St Vincent’s Hospital, and Western Hospital. The Department also includes the Melbourne Brain Centre Imaging Unit (MBCIU) in the Melbourne Brain Centre hosting a state-of-the-art PET-CT scanner and 7T MRI scanner.

The Department offers the highest quality of clinical care in medical imaging, collaborative research and clinical trial opportunities for our patients and radiologists, and unparalleled educational experiences for students and professionals in radiology. Areas of special expertise include: neurointerventional radiology, vascular and non-vascular intervention, hepatobiliary imaging and intervention, oncological diagnosis, trauma radiology, breast imaging, musculoskeletal imaging, as well as general and vascular ultrasounds..

## Melbourne Medical School

[www.medicine.unimelb.edu.au](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.

Under the leadership of Professor Sarath Ranganathan, 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 and Primary Care;

− Infectious Diseases;

− Medical Education;

− Medicine;

− Obstetrics, Gynaecology and Newborn Health;

− Paediatrics;

− Psychiatry;

− Radiology;

− Rural Health; and

− Surgery.

MMS has more than 1,200 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 2,076 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of $165 million, the School’s research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School’s flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a $6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice and Primary Care’s continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School’s development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

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.

## FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

The Faculty of Medicine, Dentistry and Health Sciences is a diverse faculty renowned for its research excellence, teaching, training, and policy leadership across the breadth of medical, biomedical and health science fields.

Led by the Dean, Professor Jane Gunn, the faculty is Australia’s overall leader in clinical, pre-clinical and health sciences, and sits at the heart of a flourishing ecosystem of globally recognised health and biomedical organisations across Victoria. Partnerships are key to our continued success in education, research and enhancing the health and wellbeing of our communities.

Our staff and students benefit from longstanding relationships with many of the country’s leading health research institutes. The faculty is home to the Doherty Institute for Infection and Immunity and Nossal Institute for Global Health, and has strong partnerships with WEHI, the Florey Institute, Peter MacCallum Cancer Centre, the Centre for Eye Research Australia, Murdoch Children’s Research Institute, National Ageing Research Institute, St Vincent’s Institute of Medical Research, Bionics Institute, Burnet Institute, the Baker Heart and Diabetes Institute, and Phoenix Australia.

We are based in Parkville, with a thriving rural health campus in Shepparton. Many of our faculty members are embedded with clinical partners across Greater Melbourne and regional Victoria. We have longstanding and productive education and research partnerships with our affiliated health services including: Austin Health, Northern Health, Western Health, Mercy Health,

Epworth HealthCare, Dental Health Services Victoria, the Royal Melbourne Hospital, the Royal Children’s Hospital, the Royal Women’s Hospital, St Vincent’s Hospital Melbourne, the Royal Victorian Eye and Ear Hospital, Orygen Youth Mental Health, Goulburn Valley Health, Northeast Health Wangaratta, Grampians Health Ballarat and Bendigo Health. Explore your area of interest on our interactive map.

The faculty comprises six schools and 41 departments, centres and institutes. It employs more than 2,750 FTE staff members and has a large and committed community of honorary members. It educates around 11,000 students each year, offers over 140 courses, and is a significant research contributor to the University of Melbourne.

Approximately 1900 graduate research students conduct research supervised by over 1800 academic and honorary staff across the faculty’s schools and affiliated health services and research institutes each year.

We are the custodial faculty for the Bachelor of Biomedicine and the Bachelor of Oral Health. We offer a suite of professional entry masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Surgery (DDS), and the Doctor of Physiotherapy (DPT). We also offer other graduate level programs such as the Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry, and many more in nursing, social work, health sciences and psychology.

## 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>

## 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.

## 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>

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