EXECUTIVE ASSISTANT

DEPARTMENT/UNIT Eastern Health Clinical School

FACULTY/DIVISION Medicine, Nursing and Health Sciences

CLASSIFICATION HEW Level 5

WORK LOCATION Box Hill Hospital

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

Eastern Health Clinical School (EHCS) is one of three clinical schools in the Monash University Faculty of Medicine, Nursing and Health Sciences. EHCS represents the University’s presence in the rapidly-growing area of urban and outer eastern Melbourne. Our four Directorates are:

- Medical Student Programs: The Office of Medical Student Programs in the EHCS is located at Box Hill Hospital, with activity at all Eastern Health clinical sites. Currently the Office of Medical Student Programs oversees the delivery of medical student teaching at all Eastern Health sites for students from Monash University and Deakin University.
• **Eastern Clinical Research Unit (ECRU):** ECRU is part of Monash University EHCS and is the mechanism by which Eastern Health undertakes its clinical trials. ECRU conducts clinical trials across a range of disciplines.

• **Research and Higher Education:** This directorate oversees research activity by clinicians and trainees not covered by ECRU, including non-trial clinical research. It brings together the health service and the academic community and ensures that clinicians and trainees are exposed to and are able to participate in research. The directorate also oversees Higher Degree Research Students and the EHCS laboratory-based translational research programs. These programs are focussed on prostate cancer, renal medicine, vascular medicine and gastroenterology, with capacity to expand into other areas.

• **Turning Point:** This state-wide service in Victoria is part of Eastern Health and formally affiliated with Monash University, EHCS.

For more information about us and the work we do, please visit [www.med.monash.edu.au/ehcs/](http://www.med.monash.edu.au/ehcs/).

**POSITION PURPOSE**

The Executive Assistant will have broad responsibilities across the faculty, ensuring the provision of high-level executive support to the Director, Medical Student Programs, and various faculty committees and working groups.

The Executive Assistant is responsible for providing proactive executive-level administrative support, research administration support, student administration support and office management services to the Director of Medical Students Program, Eastern Health Clinical School and other academics within the Medical Students Program as directed. In addition, the incumbent is required to proactively manage effective communication flow between the Director, School and Departmental personnel and external bodies. In developing networks throughout the University and related functional organisations, the Executive Assistant will establish the role as the first point of contact.

**Reporting Line:** The position reports to the Director of Medical Student Programs under General direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Provide a range of confidential administration services to support senior management including: effective office operations, screening telephone calls and emails, responding to and referring on queries, calendar management, booking travel and accommodation, overseeing communication and work flow, drafting and preparing documents and arranging events such as workshops, functions and conferences

2. Provide executive support to committees and working groups including organising venues, preparing and distributing agendas and meeting documents, taking and preparing minutes and ensuring follow-up items are executed

3. Liaise with and act as conduit between senior managers and stakeholders, colleagues and clients on a variety of organisational matters including facilitation of meetings, travel and communication

4. Integrate information from various sources to prepare, compose, draft and letters, memos, administrative reports, presentations, minutes and other documents

5. Contribute to and implement continuous improvement activities to streamline processes and facilitate administrative efficiency

6. Maintain effective record management, filing and reporting systems to maintain records, manage documentation and coordinate workflow
7. Maintain effective working relationships with clients, colleagues, and other stakeholders to support and facilitate consistent and streamlined services

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A tertiary qualification in a relevant field; or
   - substantial relevant skills and work experience; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Experience providing professional administrative and executive support services in a busy and complex environment

3. Demonstrated time management and organisational skills, including the ability to set priorities, manage calendars, meetings and bookings and plan work to meet deadlines

4. Ability to draft a range of correspondence, presentations and reports, with excellent attention to detail and accuracy

5. Demonstrated ability to work as an effective member of a team and ability to exercise independence, judgement and initiative

6. Demonstrated analytical and problem-solving skills

7. Well-developed written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues

8. Highly developed computer literacy, including experience using business software such as Microsoft Office

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.