

Position Description

Administrative Assistant

Position No:	NEW
Business Unit:	ARC Med Ag Hub
Division:	SABE
Department:	APSS
Classification Level:	HEO5
Employment Type:	Full-time, fixed-term (18 months)
Campus Location:	Bundoora
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about the ARC Med Ag Hub: <https://medagriculture.com/>

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

The La Trobe Institute for Agriculture and Food (LIAF) is a key strategic initiative that supports La Trobe University's (La Trobe) world-class research and research training in agriculture, agri-food and medicinal agriculture. LIAF supports four major research programs (Soil Sciences & Agronomy; Seed Biology; Nutritional Bioengineering; and Medicinal Agriculture) and reports strategically to the DVC (Research & Industry Engagement) and operationally to the Head, School of Agriculture, Biomedicine Environment, involving multi-disciplinary activities within and outside the School, as well as externally. LIAF has been established with the expertise and financial backing to apply world-class research that meets critical societal needs relating to the seed production, food and nutrition challenges posed by a growing population in a resource constrained world. Its research programs complement and align with major research priorities of the Federal & Victorian Governments as well as the National Farmers' Federation (NFF) Talking 2030 strategy.

Within LIAF, the ARC Med Ag Hub aims to transform the production of high-quality plant-derived therapeutics (primarily cannabinoids) into an integrated, national industry that spans primary producers and manufacturers. By developing an export ready, commercially competitive medicinal agriculture industry, the Hub has placed Australia at the forefront of agribiotech research, production and manufacturing.

The Administrative Assistant provides outstanding administrative and executive support services to the Director, Senior Director and Research Director to LIAF and the ARC Med Ag Hub and serves as the primary point of contact for all internal and external enquiries. The incumbent is required to display a high level of confidentiality and professionalism, as well as excellent organisational and time management skills.

Duties at this level will include:

- Requires judgement based on theoretical and technical knowledge pertaining to a range of differing situations. Exercises initiative in the application of systems and procedures.
- Monitors and maintains records/reports to meet both internal and external requirements.
- Operates as an individual responsible for the organisation and delivery of specialised work, to meet School/Division/Department/Sub unit objectives.
- Performs tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.
- Liaises, communicates and builds relationships within La Trobe as well as with outside bodies, to support/represent School/Division/Department/Sub unit activities.

Specific duties/accountabilities for this position:

- Provide a range of administrative and secretarial support to the LIAF and the ARC MedAg Hub Director, Senior Director, Research Director and other as instructed, prioritising performance of duties including:
 - Monitoring of incoming calls/email/mail and provision of appropriate responses;
 - Diary management;
 - Travel arrangements;
- Assistance with the organisation of events, including seminars and retreats.
- Take responsibility for efficient organisation of meetings including booking of meeting rooms and catering, arranging video-conferencing, timely preparation and distribution of agendas and high quality accurate minutes, and providing a report on actions arising from meetings as required.
- Coordinate, maintain and monitor purchasing card and other expenditure.
- Liaise effectively with University personnel and research students, and other key relevant stakeholders.

- Assistance with the maintenance of social media accounts.
- Carry out other duties as required.

Essential Criteria

Skills and knowledge required for the position

- Completion of a degree with subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated depth or breadth of expertise developed through extensive relevant experience and application.
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- High level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.
- Demonstrated effective oral and written communication skills, including the ability to relate effectively with a range of people across all levels of the organisation.
- Demonstrated planning and organisational skills including the capacity to prioritise tasks, meet deadlines, manage time effectively, balance competing demands and work under pressure.
- Demonstrated capacity to exercise sound judgment, diplomacy, tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner.
- Excellent interpersonal and customer service skills with the demonstrated ability to liaise with people at different levels of seniority.
- Experience within the tertiary sector and with research funding administration would be highly regarded.

Capabilities required to be successful in the position

- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to implement improvements to local processes.
- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
- comply with the Australian Government Department of Health, Office of Drug Control guideline standards for Fit and Proper Persons and Suitable Staff <https://www.odc.gov.au/>; AND
- undertake a current (within the last 12 months) national police check; AND
- The position will involve sponsored research with industry partners requiring the employee to agree to confidentiality clauses as well as assignment of Intellectual Property (IP) rights to the University. While this will not prevent publication, it may cause some delays as processes

to protect IP are implemented.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

For Human Resource Use Only

Initials:

Date: