JOB TASKS:

- Provide project support in the planning and implementation of key educational and governance initiatives.
- Prepare detailed reports, plans and papers providing informed advice and recommendations to the Program Manager, Education and Faculty Initiatives or Senior Education Program Officer on relevant issues or areas, as required.
- Build and maintain effective working relationships with stakeholders both internal and external to the Faculty.
- Under the direction of the Program Manager, Education and Faculty Initiatives and the MD Program Support Officer, provide administrative support for the organisation and delivery of the Faculty’s programs.
- Support preparation and organisation of educational events such as Conference Week, including arrangement of catering, room bookings and preparing/setting up rooms.
- Provide administrative assistance to the Associate Dean, Learning and Teaching, the Program Manager, Education and Faculty Initiatives and other team members, including document preparation and editing, and sundry secretarial support.
- Coordinate calendar invites and meeting schedules, where required.
- Perform any other general administrative duties, as delegated by the Program Manager, Education and Faculty Initiatives and the MD Program Support Officer.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.