Position Description

Position Title:	Administrative and Member Relations Officer
Position Classification:	Level 6
Position Number:	317579
Faculty/Office:	Research Infrastructure Centre
School/Division:	Population Health Research Network (PHRN)
Supervisor Title:	Chief Executive Officer (PHRN)

Your work area

The Population Health Research Network (PHRN) is an internationally significant research infrastructure program that is developing and operating Australia's first national data linkage network. It was established in 2009 with the backing of the Australian Government as part of the National Collaborative Research Infrastructure Strategy and is supported by Australian governments and tertiary institutions. The PHRN supports a network that enables existing data from around the nation to be brought together and made available for vital health and health related research. This research allows service planners, providers and policy makers to respond more effectively to the changing needs of the Australian population. The University of Western Australia is the lead agent for PHRN.

The International Population Data Linkage Network (IPDLN) facilitates communication between centres across the world that specialize in data linkage and users of the linked data. The IPDLN has over 500 members worldwide. The Chief Executive of the PHRN will take on an additional role as Director of the IPDLN for a two year period commencing January 2019. The IPDLN Administrative and Communications Officer will provide support for the Director, the Executive Committee and the broader IPDLN.

Reporting Structure

Reports to: Chief Executive Officer (PHRN)

Your role

As the appointee to this position you will, under limited supervision, provides senior administrative and executive support to the IPDLN Director. The appointee also supports the communication activities of the IPDLN and the organisation of the biennial conference to be held in 2020. Most activities will be external to the University.

Key responsibilities

Support the development and implementation of member engagement activities

Maintain and expand the IPDLN membership

Maintain the IPDLN membership database and website

Support and improve the IPDLN communication activities including newsletters and social media

Provide executive support for IPDLN Director and the Executive Committee including preparation of meeting agendas and minutes

Provide administrative support for the 2020 IPDLN Conference, to be held in Adelaide in late 2020

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or equivalent competency

Substantial relevant senior administrative and committee/executive support experience

Excellent written and verbal communication skills

Highly developed interpersonal and networking skills including the ability to communicate with diverse groups of people within public, private and non-government sectors

Experience in implementing effective communications strategies and modes of communication including publications, print production, advertising, events, electronic media and social media

Highly developed organisational skills and the ability to set priorities and meet deadlines

Knowledge in the area of population data research/science is desirable

Experience with a research or membership-based organisation is desirable

Special Requirements (selection criteria)

Some occasional after-hours work may be required

Occasional interstate travel may be required

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at http://www.safety.uwa.edu.au

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/policies/policies/conduct/code, http://www.web.uwa.edu.au/inclusion-diversity.