College/Division: ANU College of Health and Medicine
Faculty/School/Centre: Research School of Population Health
Department/Unit: Centre for Public Health Data and Policy
Position Title: Administrative Assistant
Classification: ANU Officer Level 4 (Administration)
Position No: TBA
Responsible to: Research Manager
Number of positions that report to this role: Nil
Delegation(s) Assigned: Nil

PURPOSE STATEMENT:
The Centre for Public Health Data and Policy (CPHDP) conducts world-class research on a range of public health issues, including chronic disease, tobacco control, humanitarian health, and socioeconomic variations in health. Due to increasing numbers of projects, staff and students, the Centre requires a full-time administrative assistant to support the work of the Group, particularly by providing direct EA support to two professors.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Administrative Assistant will be part of the CPHDP Support Team and will report to the Research Manager. The appointee will regularly engage with staff and students within the Centre and RSPH and with staff from other Colleges and organisations. In particular, they will work closely with two professors providing executive support. The appointee will work under the general direction of the Research Manager, as part of a small team, using well-defined procedures. Due to the surge nature of academic research, the appointee may be required to take on other tasks at short notice to support research grant proposals and other tasks.

Role Statement:
- Undertake Executive Assistant tasks for both the Head and Deputy Head of CPHDP, including managing diaries, booking travel and accommodation, filing, photocopying, scanning and typing notes.
- Organise project meetings, including preparing agendas, taking minutes, booking venues, organising catering and arranging teleconference and/or videoconference services.
- Support CPHDP by taking minutes of regular meetings, monitoring the group email inbox and providing administrative support to members of the group.
- Draft regular progress reports, update impact lists and update online research databases as required.
- Provide administrative support to new starters, both staff and students.
- Undertake other administrative support at a level commensurate with ANUO Level 4, as required.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
SELECTION CRITERIA:

- Experience in supporting a senior executive including managing a complex diary and arranging travel and accommodation, or the ability to learn these tasks.
- Well-developed organisational skills, including time-management skills, ability to work to a deadline, flexibility and attention to detail.
- Demonstrated well-developed written communication skills, including the ability to write formatted reports. Demonstrated skills using Microsoft Office products.
- Well-developed interpersonal skills including the ability to work in a team.
- An understanding of equal opportunity principles and policies and a commitment to their application in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature: ___________________________ Date: __________

Printed Name: ___________________________ Uni ID: __________

References:

General Staff Classification Descriptors

Academic Minimum Standards