## Position Description

<table>
<thead>
<tr>
<th>College/Division:</th>
<th>ANU College of Health and Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/School/Centre:</td>
<td>ANU Medical School</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>56000</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra, ACT</td>
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<tr>
<td>Position Title:</td>
<td>Administration Support Assistant</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Grade 4 (Administration)</td>
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<td>Position No:</td>
<td></td>
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<tr>
<td>Responsible to:</td>
<td>Senior Administration Coordinator</td>
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<tr>
<td>Positions reporting to this role:</td>
<td>0</td>
</tr>
<tr>
<td>Delegation(s) Assigned:</td>
<td>Nil</td>
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</tbody>
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### PURPOSE STATEMENT:

The ANU Medical School educates and develops medical graduates who practise medicine with compassion, conscience and professional excellence and with a knowledge of Aboriginal and Torres Strait Islander health and culture. The School partners with a number of healthcare organisations to deliver clinical teaching and training including but not limited to ACT Health, Calvary Healthcare ACT, and community practices throughout the ACT, and south-eastern NSW. The Medical School is committed to extending the boundaries of medical knowledge and improving the health system through research, and to providing students with a research led educational experience. Research is conducted over a range of disciplines, spanning basic science, clinical medicine and implementation into policy and practice. Collaborations extend beyond ANU medical and health sciences, to other universities, governments and communities in the region as well as industry bodies, attracting national and international researchers and higher degree research candidates.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The position works under the direction of the Senior Administration Coordinator and undertakes a broad range of administrative tasks relating to day-to-day activities, acting as a first point of contact for administrative services and providing support to a variety of stakeholders including staff, clinicians, students and visitors, working in partnership with team members.

#### Role Statement:

Under general direction, the Administration Support Assistant will:

- Provide administration support to Academic Discipline Leads and the academics and clinicians within the academic units.
- Act as the first point of contact, including responding to enquiries and providing first-level advice on a wide range of policies and procedures, redirecting enquiries to the relevant staff, when needed, and drafting general correspondence as requested.
- Provide administrative support, liaising with staff, students and visitors to ensure the efficient and effective delivery of the Medical School teaching and research agenda.
- Ensure the maintenance of accurate data through the use of applicable document and learning management systems, including running routine and ad hoc reports, actioning items and ensuring accurate record keeping.
- Provide secretarial support to committees and general administrative support in a range of functional areas including Finance, Human Resources and Research administration including publications, and Operations including supporting events.
- Assist with the maintenance of the School’s website and intranet, liaising with faculty and clinicians to collect information to update relevant sections.
- Support a service improvement culture, working collaboratively to gather information, identify solutions and undertake tasks to achieve identified objectives.
- Contribute to the efficient and effective operation of the School through building professional networks, and engaging in team and functional meetings and training, and professional development.
• Comply with all ANU policies and procedures and School governance and regulatory compliance, in particular those relating to work health and safety, equal opportunity, code of conduct and sustainable work practices.
• Undertake other duties as required from time to time consistent with the classification level of the position.

Note:
As a multi campus School all staff are required to hold a current driver’s licence.

SELECTION CRITERIA:
1. Year 12 and extensive relevant work experience or equivalent combination of administration experience and training in a client facing role in a complex organization.
2. A strong commitment to providing high quality client service, excellent organisational skills and the ability to interpret policy and procedures to provide advice.
3. Excellent oral and written communication skills and the ability to relate to a diverse range of people.
4. Accurate computing skills, with experience in the use of Word, Excel, and information management systems.
5. Ability to work flexibly both independently and in a team environment, establish priorities, and meet deadlines.
6. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

Delegate Signature: [Signiture]
Date: October 2019
Printed Name: Katrina Chapple
Position: School Manager

References:
Professional Staff Classification Descriptors