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POSITION DESCRIPTION

Administrator

Faculty/Division

Medicine & Health

Classification Level

Professional 5

Hours & Span (Category)

G - Administrative, Clerical, Computing, Professional & Research Staff

Position number

00204362

Shiftwork status

NOT SHIFTWORKER

Allowances

[Click or tap here to enter text.](#)

On call arrangements

[Click or tap here to enter text.](#)

Original document creation

21 March 2024

Position Summary

The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures and prevention strategies that have the greatest chance of success.

The **Administrator** provides effective day-to-day administrative support within the Kirby Institute to ensure all services are provided efficiently to meet the operating needs of the Infection Analytics Program.

The role reports to Senior academics within the program and the Program Coordinator and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide high level administrative support to the Infection Analytics Program and to the chair of the Immunovirology Research Network
- Provide support to the Infection Analytics program coordinator with relevant administration duties.

- Develop and maintain detailed filing systems, spreadsheets, databases, websites and other administrative systems.
- Draft agendas, minutes, correspondence, briefing notes, and guidelines for specific committees and meetings as required.
- Respond to a range of in-person, telephone and email enquiries from internal and external stakeholders, and initiate, action or escalate as necessary.
- Review and monitor finance administration requests, including but not limited to, purchasing, travel, credit card reconciliation, expense reimbursements, tracking laboratory expenses, payment requests and billing processes.
- Arrange, support, and promote meetings and events for internal stakeholders and external stakeholders.
- Maintain research profiles of academic staff within the program.
- Coordinate and assist with submission of research manuscripts and grants.
- Collaborate with other programs at the Kirby Institute, external organisations and various stakeholders concerning the administration of specific projects.
- Perform additional duties as requested by supervisor.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

- At least two years relevant experience combined with either a relevant tertiary qualification or equivalent competence gained through any combination of education, training and experience.
- Advanced time management, organisational and problem-solving skills, including the ability to meet deadlines.
- Well-developed interpersonal, written and verbal communication skills.
- Demonstrated experience providing effective support to colleagues or clients at all levels.
- Highly proficient computer literacy with excellent skills in Microsoft Office applications.
- Ability to make sound judgements and work both independently and as part of a team.
- Demonstrated experience supporting and contributing to projects and initiatives.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.