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POSITION DESCRIPTION

Administrative Assistant

Faculty/Division	Medicine & Health
Classification Level	Professional 4
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00202915
Shiftwork status	NOT SHIFTFORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	Nil

Position Summary

An **Administrative Assistant** is responsible for providing proactive, practical and efficient administrative support to the Associate Professor and the Implementation to Impact (i2i) Group, School of Population Health.

The role reports to the Research Manager, and directly supports the Associate Professor, Director i2i and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide straight-forward administrative/clerical support in the Implementation to Impact group (eg. typing, filing, photocopying, accepting/arranging deliveries and couriers, mail sorting, ordering and stocking stationery etc.).
- Develop and maintain filing systems, spreadsheets, databases, websites and other administrative systems.
- Provide general advice relating to administrative guidelines, processes and activities.
- Assist with drafting agendas, minutes, correspondence, briefing notes, and guidelines for specific committees and meetings.

- Respond to a range of in-person, telephone and email enquiries from internal and external stakeholders, and initiate, action or escalate as necessary.
- Arrange, support and promote meetings and small events for internal and external stakeholders including the arrangement of room bookings, catering, equipment and preparation of meeting materials.
- Undertake induction and new starter process for new staff and visitors including access to systems and building and site orientation.
- Participate in relevant projects and initiatives as required.
- Maintain the Director's Curriculum Vitae and research records.
- With support from the Director, undertake diary, email and document management, including the monitoring and prioritising of emails and assisting with the preparation of responses.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Cooperate with all health & 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

- Diploma or equivalent combination of qualifications and work experience.
- Sound organisational skills including ability to prioritise tasks and duties in order to meet deadlines.
- Excellent attention to detail and ability to provide effective customer service and support to clients at all levels.
- Advanced interpersonal, written and oral communication skills.
- Demonstrated capacity to work effectively in a team, preferably within a customer service environment.
- Proficient level of computer literacy with advanced skills in Microsoft Office applications.
- Demonstrated ability in the use and administration of online systems and databases.
- 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.