The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Administration Officer at the Menzies Institute for Medical Research (Menzies), part of the College of Health and Medicine.

Menzies is one of Australia’s leading health and medical research institutes and is recognised worldwide for its research excellence. Menzies’ mission is to perform internationally significant medical research leading to healthier, longer and better lives for all Tasmanians. Research takes a bench-to-bedside and disease prevention approach that is aimed at improving patient care and clinical outcomes for the community by translating knowledge into clinical and policy actions and through the commercial application of discoveries.

Tasmania, an island state with a population of over 500,000 people, has a discrete health system that enables close engagement with the University and with government agencies and health providers and offers a unique framework for translational health research.

The Administration Officer will provide administrative support for the Australian Multiple Sclerosis Longitudinal Study (AMSLS), an inter-disciplinary, survey-based research platform owned by MS Australia which enables researchers, stakeholders in the MS community and study participants to work together on matters of importance to the daily challenges of living with MS. The study is used for the scientific community as well as translated in practical ways to improve services and support advocacy for people with MS in Australia. The study has around 3000 active participants around Australia. A large amount of data has already been collected over the last 20 years.

The Administration Officer will undertake a range of tasks to support the AMSLS research group, including conducting phone-based survey interviews, participant communication, assisting with the recruitment of study participants via MS societies and other stakeholder groups, coordinating mail-out surveys and data entry and maintenance.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You’ll Do
• Undertake administrative tasks associated with the AMSLS study group.
• Support the day-to-day management of participants, including undertaking computer assisted telephone interviews (phone surveys), drafting letters and emails, coordinating mail-outs and scheduling appointments.
• Undertake accurate and timely data coding, checking and entry, and maintaining paper-based study records.
• Contribute to the planning, implementation, and monitoring of the AMSLS research group’s project activities, including survey design.
• Contribute to the recruitment of study participants via MS societies and other stakeholder groups.
• Undertake other duties as assigned by the supervisor.

What We’re Looking For (success criteria)
• Completion of a diploma level qualification in a relevant area, or an equivalent combination of relevant experience and/or education/training.
• Excellent communication and interpersonal skills, with the ability to communicate effectively with a diverse range of people.
• Demonstrated high-level skills in a range of computer software applications including word processing, database, spreadsheet, presentation software, email and the internet as a resource.
• Experience in working in participant-based research studies, with knowledge of patient confidentiality and research ethics issues.
• Ability to exercise discretion, initiative and judgment, particularly when dealing with matters of a sensitive and confidential nature.
• Excellent organisational skills, with the ability to self-direct and use personal judgement, initiative and problem-solving abilities for day-to-day management.

University of Tasmania
The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our Strategic Direction strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:
https://www.utas.edu.au/jobs

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.