



POSITION DESCRIPTION

Veterinary Clinical Sciences, Melbourne Veterinary School
Faculty of Veterinary and Agricultural Sciences

Administrative Assistant (Equine Research)

POSITION NO	0042847
CLASSIFICATION	PCS 5
SALARY	\$66,562 - \$76,454 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Part-time (0.4 FTE) (fixed-term) position available until 23 April 2019 Fixed term contract type: Externally Funded
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	n/a
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Chris Whitton Tel +61 3 97312268 Email cwhitton@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers
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Position Summary

ABOUT THE POSITION

The primary responsibility of the Administrative Assistant is to assist and support the senior researchers involved in the Equine Limb Injury Prevention Program within the Equine Centre of the Melbourne Veterinary School. The role provides a range of administrative support services to the Head of the program to ensure the management of diaries and commitments associated with the program are carried out at a professional level.

The Administrative Assistant takes routine to general direction from the Head of the research program and is required to have good understanding of administrative support functions and is required to work with initiative, maturity, discretion and teamwork.

The position is primarily located as the University of Melbourne's Werribee campus, but may be required to travel to other sites, particularly Parkville.

ABOUT US

The University of Melbourne has affirmed its position as the number one university in Australia, and remains among the fastest-rising research universities in the world's top 100, according to the Academic Ranking of World Universities (ARWU). It is counted among the best universities in the world – 33 by the Times Higher Education (THE) and 32 by the US News and World Report Rankings. Please visit [Tradition of Excellence](#) for further information.

The Faculty of Veterinary and Agricultural Sciences provide over 20 courses and 300 subjects to approximately 3,500 equivalent full time students. The Faculty provides the only professional entry veterinary program in Victoria and the Bachelor of Agriculture is the fastest growing undergraduate degree in Australia. The University of Melbourne's agriculture program is the largest in Victoria and ranked 36 in the world, whilst the Doctor of Veterinary Medicine program was the first graduate veterinary professional entry program in Australia. The Faculty is ideally placed to contemplate changes that have far-reaching consequences on its teaching, engagement and research.

1. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

1.1 ESSENTIAL

- ▶ Completion of a degree with subsequent relevant experience and/or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience in the provision of a range of administrative support functions with a demonstrated capacity to exercise judgement, initiative, diplomacy and discretion.
- ▶ Demonstrated ability to be flexible and self-motivated as well as work under general supervision and as part of a team.
- ▶ Demonstrated experience in the provision of committee secretarial support, including the recording of minutes and capturing actions.

- ▶ Demonstrated ability to manage a range of administrative tasks including budgets, grant applications, project reporting, overseas travel, events and secretariat support.
- ▶ Demonstrated developed professional organisational skills including the ability to co-ordinate workflow, determine priorities and meet deadlines and effectively balance competing demands.
- ▶ Excellent written, oral and interpersonal communication skills with the ability to prepare documents.
- ▶ Demonstrated experience and advanced knowledge of Microsoft Office software.

1.2 DESIRABLE

- ▶ Familiarity with the horse racing industry
- ▶ Familiarity with research organisation and administration
- ▶ Familiarity with University administrative systems, processes, policies and procedures.
- ▶ Familiarity with Oracle and PageUp or similar programs.

2. Special Requirements

- 2.1 As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- 2.2 There may be a requirement to work outside standard working hours.

3. Key Responsibilities

3.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

Under general direction from the Head of the research program, the Administrative Assistant will assist in the management of the program's administrative workload, including but not limited to, diary management, organising meetings and committee papers, acting as first point of contact for enquires and where appropriate referring these as necessary.

In addition, the Administrative Assistant will:

- ▶ Provide support with the coordination of appointments, organise and schedule meetings and other commitments, organise itineraries, social functions and travel arrangements.
- ▶ Provide support to the Head of the research program to receive papers and supporting background documentation in a timely manner.
- ▶ Provide support with the coordination of information for newsletters, emails, etc and ensure information is circulated to stakeholders as required as well as ensuring contact lists are up to date and relevant.
- ▶ In the provision of administrative and secretarial support to the research team which may include monitoring emails, screening phone calls, meeting preparation, filing, etc.
- ▶ Provide support to the senior researchers and undertake additional tasks as requested and within the scope of the appointment which may include, but is not

limited to, submitting and coding credit card receipts, running reports, and recruitment.

- ▶ Provide secretarial support to a range of committees as required ensuring minutes and actions are captured and acted on.
- ▶ Other duties as agreed with the supervisor and within the scope of the position and level.

3.2 INNOVATION AND IMPROVEMENT

- ▶ Recommend process improvements assist in the smooth information flow within the research group as necessary.
- ▶ Identification of process improvements within the research group as well as the wider Equine Centre.

3.3 COLLABORATION AND LEADERSHIP

- ▶ Foster and build positive relationships with other research groups, the Faculty of Veterinary and Agricultural sciences, and the U-Vet Hospital, etc
- ▶ Build and foster relationship with the Executive and Administrative Assistants and other support roles across the Faculty to ensure the information flow to staff is accurate and current.

3.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 6.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Administrative Officer works under general direction from the Head of the Equine Limb Injury Prevention Program. The role is required to work under limited supervision and will be required to have a high level of initiative and judgement to complete tasks. The incumbent will be required to work collaboratively with other administrative support roles within and external to the Faculty.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Administrative Assistant is expected to use judgement in all areas related to the Office, referring more complex issues to the Head of the research program. The incumbent is expected to use problem solving skills to ensure inquiries are handled appropriately, and may reply to more routine correspondence.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Administrative Assistant is expected to have a well developed understanding of administration and contributing within a team environment as well as a general knowledge of the Faculty and University structures and how these inter-relate. Additionally, the role will be required to have a sound knowledge of University policies and procedures.

4.4 RESOURCE MANAGEMENT

The Administrative Assistant is required to assist in the organisation of a number of different events which may include social functions, external and internal events and travel and must be able to work under delegation to ensure these come within budget.

4.5 BREADTH OF THE POSITION

The Administrative Assistant is required to interact with a broad range of clients both within and outside the Faculty and University. It is important that the incumbent build strong working relationships and effectively and appropriately interact with a variety of staff across the University as well as with industry and partners to ensure the Faculty is professionally represented at all times.

5. Other Information

5.1 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES

<http://fvas.unimelb.edu.au/>

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health', in which the University is a core partner. Research within the Faculty

has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

5.2 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/index.html#home>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.4 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.