



## POSITION DESCRIPTION

Department of General Practice  
Melbourne Medical School  
Faculty of Medicine, Dentistry and Health Sciences

### Executive Assistant

POSITION NO	0020742
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Silvia De Bono Tel +61 3 8344 4533 Email <a href="mailto:silvia.de@unimelb.edu.au">silvia.de@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Executive Assistant provides a broad range of administrative, secretarial and executive support services to the office of the Head of Department, General Practice and ensures a smooth workflow of the office enabling the incumbent to function effectively across a wide range of departmental activities.

This role is of significant importance to the Faculty and the incumbent is required to display a level of discretion, independent judgment and professionalism, regularly interacting with internal and external stakeholders as well as dealing with confidential and sensitive issues and documentation.

### ***1. Key Responsibilities***

- ▶ Provide high quality administrative support to ensure efficient running of the day to day activities within the Head of Department's office.
- ▶ Organise the Head of Department's diary, including coordinating appointments.
- ▶ Prepare, acquire, collate and assemble all materials to ensure the Head of Department is prepared in advance of all meetings, conferences, seminars, etc.
- ▶ Act as the primary contact point for the office handling queries and fielding inquiries to a high degree of accuracy.
- ▶ Establish processes and procedures to coordinate the workflow of the Office of the Head of Department.
- ▶ Establish and maintain effective filing and database systems for records management of email, records, papers, telephone and distribution lists; develop effective tracking systems for recording, processing and follow up on ongoing requests.
- ▶ Arrange travel itineraries and conference registrations for the Head of Department in line with University policies and procedures.
- ▶ Build and maintain strong and effective relationships with internal and external staff to ensure the efficient delivery of administrative services in a diplomatic manner.
- ▶ Co-ordinate, prepare and disseminate correspondence from the office of the Head of Department, including the distribution of targeted email communication, newsletters and other correspondence, as required
- ▶ Provide secretariat support for a range of Department boards, committees and groups as delegated by the Head of Department
- ▶ Provide assistance to the office of the Head of Department with the local processing of University corporate services activities (e.g. finance and employee services including expense processing; honorary appointment documentation and correspondence).
- ▶ Co-ordinate the content review of the Department website and update and maintain webpages for the Department, using the University's web content management program, ensuring accurate and up to date information at all times
- ▶ Manage a range of Department events and functions including responsibility for planning, preparation, and post-event follow-up.
- ▶ Compilation of documentation and presentations to support the office of the Head of Department, including preparation of presentations for Department Strategic Planning days
- ▶ Co-ordinate the Department's annual publication collection.

- ▶ Undertake projects and other duties as directed by the Head of Department, Department Manager and/or Manager, Learning & Teaching to support Department administrative functions
- ▶ Ensure compliance in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ Completion of a relevant tertiary qualification or extensive relevant work experience and/or an equivalent combination of relevant experience and/or education and training or relevant experience working within a similar role, ideally in office management and executive support.
- ▶ Highly developed written and verbal communication skills
- ▶ Demonstrated ability to maintain very high levels of discretion and confidentiality
- ▶ Highly developed organisational skills and excellent attention to detail
- ▶ Demonstrated ability to adapt to changing priorities and cope under pressure when working to strict deadlines
- ▶ Ability to work independently, show initiative and work productively as part of a team
- ▶ Demonstrated experience with committee service
- ▶ Demonstrated experience in a range of computing skills including word processing, spreadsheets, databases, internet and email

### **2.2 DESIRABLE**

- ▶ Understanding of the tertiary education sector

### **2.3 SPECIAL REQUIREMENTS**

- ▶ This role requires a limited amount of out of hours work for functions, meetings and events.

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent shall operate under the broad supervision of the Department Manager and the Head of Department. The incumbent will undertake related tasks as requested by supervisors and is expected to plan, organise and schedule work independently to ensure that deadlines and agreed outcomes are met. The incumbent will be expected to use initiative in prioritising work and solving simple problems.

A degree of independence is expected once tasks are mastered, however complex issues are to be referred to the supervisor for decision-making.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

They are expected to exercise judgement relevant to the responsibilities of the role and when necessary, refer more complex issues to their supervisor. The incumbent is required to build and manage relationships with a wide range of stakeholders.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have a sound knowledge of administrative processes and event organisation and is expected to contribute as a team member to strategic planning processes, interpret and implement policy and carry out other duties as required.

The incumbent must comply with relevant Faculty and University policy and procedures.

### 3.4 BREADTH OF THE POSITION

The position will work within the Department of General Practice. The role will be required to liaise with staff across all levels in the Department, Faculty, wider University and professional community.

## 4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

## 5. *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.

## 6. Other Information

### 6.1 DEPARTMENT OF GENERAL PRACTICE

[www.gp.unimelb.edu.au](http://www.gp.unimelb.edu.au)

The Department of General Practice originated as a unit within the Department of Community Medicine in 1977. It was established as a separate department within the School of Medicine in 2001 and established the Primary Care Research Unit (PCRU) as a centre of excellence in primary care research, research training and knowledge exchange in 2006. With an increased profile within the Melbourne Medical School, the Department has utilised its growing network of general practitioners (GPs) and primary health care providers in the community to ensure that University of Melbourne medical students are provided with quality community based medical education. The Department delivers postgraduate training for primary care nurses, and research training for medical, Honours, Masters and PhD students.

The Department focuses on clinical and health services research and training to achieve its vision through three major research themes. Using clinical data analytics, we explore patient pathways and describe the epidemiology of health and disease in primary care. We are developing a range of risk stratification tools for use within primary care. With a focus on primary care innovation we develop, test and implement simple and complex interventions including digital technologies with an emphasis on co-design and patient centred care. Our work informs evidence for stepped care models and the medical home. Central to our work is understanding the patient and practitioner experience and involving them in identifying the challenges designing and testing solutions. The Department has successful research programs in Cancer; Children and Young People's Health; Diabetes and Cardio-Metabolic Conditions; Mental Health; and Abuse and Violence.

### 6.2 MELBOURNE MEDICAL SCHOOL

[www.medicine.unimelb.edu.au/](http://www.medicine.unimelb.edu.au/)

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

### 6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

### 6.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

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>.

### 6.5 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/our-research/research-at-melbourne>

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.

## 6.6 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/governance>