



POSITION DESCRIPTION

Department of Microbiology and Immunology
Faculty of Medicine, Dentistry and Health Sciences

Data Entry and Administration Assistant

ONLY INDIGENOUS AUSTRALIANS ARE ELIGIBLE TO APPLY AS THIS POSITION IS EXEMPT UNDER THE SPECIAL MEASURE PROVISION, SECTION 12 (1) OF THE EQUAL OPPORTUNITY ACT 2011 (VIC).

POSITION NO	0043515
CLASSIFICATION	PSC 3
SALARY	\$55,113 - \$60,852 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term for 12 months Fixed term contract type: Externally funded contract employment
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Susan Ballard Tel +61 3 8344 8246 Email susan.ballard@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 website:
about.unimelb.edu.au/careers

Position Summary

The Microbiological Diagnostic Unit Public Health Laboratory (MDU PHL) provides a microbiological investigation, detection, enumeration, reference characterisation, challenge testing and advisory service for the public health community. This is supported by strong molecular biology, a substantial culture collection, and, expertise in infectious disease epidemiology and infection control. We are committed to providing an efficient, effective, legally robust and timely public health laboratory service in the biological, medical and veterinary fields, including forensic operations. These activities incorporate the principles of ISO/IEC 17025, ISO 15189, and ISO 14001 in a Quarantine Approved Premises fulfilling the requirements of The National Health Security Act.

The Administration Team is a support team within the MDU that is responsible for providing a wide range of administration services including the receipting and distribution of samples for testing, entry of sample details into databases, handling general enquiries, processing of billing including Medicare claims, general office tasks and other administrative tasks.

The Data Entry & Administration Assistant reports to the Principal Scientist and is responsible for the delivery of all tasks within Administration area.

1. Key Responsibilities

- ▶ Record and accept delivery of samples, goods and other materials and arrange pick-up of samples and goods for forwarding to alternate destinations.
- ▶ Receive and process samples and requests for microbiological investigation under direction and according to written protocols including checking that all relevant documentation is included with samples.
- ▶ Transfer of samples and specimens to the laboratory using good laboratory practice
- ▶ Liaise with laboratory staff about samples and test requests.
- ▶ Provide front of house services to MDU visitors, customers and couriers including telephone inquiries, mail distribution incoming and outgoing, filing and archive retrieval.
- ▶ Perform data entry tasks (epidemiological data).
- ▶ Participate in the provision of goods and materials to and provide support for the Melbourne Sexual Health Clinic.
- ▶ Preparation and processing of invoices and receipts, including processing of Medicare documentation
- ▶ Maintaining the administration area through good housekeeping.
- ▶ Observe confidentiality and safety precautions and procedures.
- ▶ Undertake responsibility for selected MDU-wide activities or other tasks as required by the Principal Scientist, Section Leader of a section, or the Director/Deputy Director
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a medical administration qualification or diploma/certificate in a science field with relevant work or training experience.
- ▶ Fast and accurate data entry skills
- ▶ Familiarity with microbiological and medical terminology
- ▶ Professional, timely and accurate completion of tasks with an attention for detail and the utilisation of effective organisational skills
- ▶ Ability to accurately record all sample information into relevant databases. Accurate transcription of detail is an essential attribute.
- ▶ Excellent communication skills along with good customer service focus and the ability to function and interact as a team member.
- ▶ Initiative and the ability to work in a self-directed manner.
- ▶ Ability to adapt to periodic pressures of the workplace
- ▶ Problem-solve and effectively communicate to supervising staff, potential problems in the workplace, that will directly or indirectly impact adversely on service delivery and the scientific reputation of MDU.
- ▶ An understanding of the need to commit to a workplace culture that is cognisant of the on-going requirements of third party audits. Commitment to observe MDU's: confidentiality, safety and security requirements, procedures, and; ethos
- ▶ Demonstrate a flexible attitude to work, as tasks vary.

2.2 DESIRABLE

- ▶ Previous experience in data entry in a medical or laboratory environment
- ▶ Previous experience with medical terminology
- ▶ Previous experience with Medicare billing
- ▶ Previous experience in data management.

2.3 SPECIAL REQUIREMENTS

- ▶ Sign and abide by confidentiality and information use agreement
- ▶ Safe working practices with known human pathogens
- ▶ Flexibility in work patterns in the face of organisational requirement to perform out of works work when the need arises
- ▶ Undergo police and security checks as a condition of employment with the University of Melbourne
- ▶ Vaccination against relevant infectious diseases is recommended and provided.

3. Job Complexity, Skills, Knowledge

The position covers laboratory wide data entry activities of the MDU.

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Data Entry & Administration Assistant will report to the Section Leader and perform tasks as directed. The incumbent will perform these tasks in the Administration Section with minimal supervision and have general responsibility for receipt and booking-in of samples and specimens, perform data entry and other tasks as described above. The incumbent is responsible for the accurate recording of sample information and other laboratory data that provide documentary evidence of the completion of a valid test procedure. Within strict guidelines, the position will have independence in day to day decision making.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have authority to check-in specimens and ensure the correct information is provided by the submitter. The incumbent will be required to apply the correct standard operating procedure (SOP) to the specimen and will be expected to refer to relevant SOP's to determine guiding principles, as required, to resolve any uncertainty that circumstances may present. In the event that existing SOP's do not provide sufficient guidance to the circumstance in question the incumbent will seek further professional guidance from supervising staff. In these circumstances, problems relating to test integrity and safety matters should be discussed immediately with the Section Leader.

The incumbent will be required to take corrective action, where possible, in the event of a sample problem and advise senior staff accordingly

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires the acquisition of knowledge of microbiological procedures and terminology, which will develop from both specific workplace training and a practical experience in performing tasks. Central to this knowledge acquisition will be a parallel understanding of good laboratory practice, linking theoretical knowledge with practical capability. The incumbent is expected to understand and adhere to MDU Standard Operating Procedures and perform in a professional environment that is subject to independent audit practices.

3.4 RESOURCE MANAGEMENT

The incumbent will manage the daily receipt of submitted specimens and associated documentation and ensure data entry into the Laboratory Information Management System.

3.5 BREADTH OF THE POSITION

The position covers laboratory wide receipt of samples and data entry activities relating to MDU public health work.

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 MICROBIOLOGY & IMMUNOLOGY

The Department of Microbiology & Immunology is one of the departments within the School of Biomedical Sciences in the Faculty of Medicine, Dentistry and Health Sciences. Further information is available at <http://www.microbiol.unimelb.edu.au/> and <http://bsac.unimelb.edu.au/>.

6.2 THE MICROBIOLOGICAL DIAGNOSTIC UNIT

The Microbiological Diagnostic Unit (MDU PHL) is a public health laboratory for the Department of Health, Victoria situated within the Department of Microbiology and Immunology at the University of Melbourne. The MDU has been established for over 100 years on External State Government funding.

The MDU PHL is concerned with provision of services for the laboratory diagnosis of

diseases of public health importance, the application of typing methods, use of computer-based data collection systems for epidemiological purposes, and provision of expert opinion. In addition, the Unit undertakes the microbiological examination of foods and water for compliance with regulatory and voluntary codes and standards. MDU PHL is NATA accredited for Biological testing, including Forensic Operations, NATA/RCPA accredited for Medical testing and performs selected Veterinary testing.

6.3 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

The Doherty Institute is a world-class institute combining research in infectious disease and immunity with teaching excellence, reference laboratory diagnostic services, epidemiology and clinical services. It is a joint venture between the University of Melbourne and Melbourne Health.

A new, purpose-built building for the Doherty Institute was completed in early 2014. The members of the Doherty include the Department of Microbiology and Immunology and the Microbiological Diagnostic Unit Public Health Laboratory of the University of Melbourne, the Victorian Nosocomial Infection Surveillance System, The Victorian Infectious Diseases Reference Laboratory, The Victorian Infectious Diseases Service, and The World Health Organisation Collaborating Centre for Reference and Research on Influenza.

Further information about the Doherty Institute is available at:
<http://www.doherty.unimelb.edu.au>

6.4 SCHOOL OF BIOMEDICAL SCIENCES

www.biomedicalsciences.unimelb.edu.au

The School of Biomedical Sciences is part of the Faculty of Medicine Dentistry and Health Sciences. It was established on 1 January 2015 and comprises the Departments of Anatomy and Neuroscience, Biochemistry and Molecular Biology, Microbiology and Immunology, Pathology, Pharmacology and Therapeutics, and Physiology.

Situated on the University's Parkville Campus in a rich medical practice and research precinct the School has much to offer research and teaching staff alike.

6.5 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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.

6.6 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>.

6.7 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.

6.8 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>