



## POSITION DESCRIPTION

Department of Medicine, Western Health  
Faculty of Medicine, Dentistry and Health Sciences

### Executive Assistant

POSITION NO	0025545
CLASSIFICATION	PCS 5
SALARY	\$66,562 - \$76,454 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
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	Dr Ayan Dasvarma Tel +61 416 842 825 Email <a href="mailto:ayand@unimelb.edu.au">ayand@unimelb.edu.au</a> <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Executive Assistant is responsible for providing high level of secretarial and administrative support to the Chair of Medicine, Western Health. Working in a busy and complex matrix environment, the Executive Assistant will be required to manage competing deadlines, handle sensitive issues with confidentiality interact with internal and external stakeholders on a daily basis. The position is additionally responsible for providing administrative service to staff, students, consultants, collaborators and international colleagues within the University Department of Medicine, Western Health.

An important part of the Executive Assistant's role is to support the diary and organisational needs of the Chair of Medicine across all aspects of their working week; to understand relationships, obligations and commitments across Western Health and the Melbourne Medical School. The position reports to the Department Manager, Department of Medicine and Radiology.

The position is located within state-of-the-art facilities at the Western Centre for Health Research and Education (WCHRE) at Sunshine Hospital, a \$51.6 million development which provides high quality laboratory space, a bone density unit including DXA and pQCT, a metabolic gym, clinical trial rooms, library and a collaborative research environment for researchers and clinicians from The University of Melbourne, Western Health and Victoria University.

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

### **1.1 EXECUTIVE ASSISTANCE**

- ▶ Provide administrative support to the Chair of Medicine, Western Health, including but not limited to, diary management, arranging meetings, appointments, functions and travel; providing notice on forthcoming meetings, events and deadlines
- ▶ Manage the day-to-day correspondence for the Chair, including responding to email as appropriate, the processing and prioritising of incoming and outgoing mail, drafting routine clinical and academic correspondence and making decisions about correspondence in the absence of the Chair, liaising with departments/University staff to gather and prepare information and clarify requirements
- ▶ Ensure that all incoming correspondence, memos and other requests requiring action are processed and followed up appropriately
- ▶ Make all necessary arrangements to welcome local and international visitors and guest, including the provision of hospitality and scheduling appointments
- ▶ Reconcile the Chair's purchasing card each month, using the University's financial system
- ▶ Manage and keep appropriate human resources records and information, e.g., contract renewals
- ▶ Provide support to committees as required. This may involve maintaining membership lists, preparing and distribution of agenda papers, minute taking, and following up on action items
- ▶ Liaise with a range of external bodies and senior University staff in relation to the Chair of Medicine's involvement or participation on various Boards, Committees and other related matters as required
- ▶ Maintain the filing system for the Chair for both Western Health and the University of Melbourne including the maintenance of computerised information

## 1.2 GENERAL ADMINISTRATION

- ▶ Assistance with the local processing of University corporate services activities (e.g. finance and employee services including expense processing)
- ▶ Assist with stocktake, ordering and management of general items for the Department of Medicine- Western Precinct, including stationery and other items
- ▶ Provide administrative support for the recruitment and appointment of academic staff including the use of the PageUp system
- ▶ Support the Chair and staff in the use of the Travel Portal
- ▶ Responsible for the coordination and processing of the research publications
- ▶ Support the collection of publication data and support to ERA and ARC/NHMRC open repository
- ▶ Responsible for the coordination, monitoring and processing of Honorary appointments
- ▶ 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 degree, (or completion of a diploma qualification and subsequent relevant work experience; completion of a Certificate IV and extensive relevant work experience, or completion of a post-trades certificate and extensive relevant experience), or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience in the provision of a range of high level administrative support to senior staff with a demonstrated capacity to exercise independent and sound judgement and initiative.
- ▶ Demonstrate ability to establish effective relationships with internal and external stakeholders.
- ▶ Demonstrated ability to act with diplomacy and discretion and to handle information in a confidential and appropriate manner.
- ▶ Well-developed professional organisational skills including the ability to co-ordinate workflow, determine priorities, meet deadlines and effectively and proactively manage competing demands
- ▶ Demonstrated ability to develop, document, implement and manage administration processes and procedures
- ▶ Ability to work independently and also a demonstrated ability to communicate and work effectively in a team environment and take initiative where appropriate
- ▶ High level of IT skills including, high level of competency in the use of word processing, spreadsheet and email, in particular MS Office, Excel, and Outlook applications

### 2.2 DESIRABLE

- ▶ Experience in a similar role within the university and/or health care environment
- ▶ Familiarity with the processes and systems of the University of Melbourne
- ▶ Experience in a committee support role

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

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

The Executive Assistant works under general direction of the Chair of Medicine, Western Health, but is formally supervised the Department Manager, Department of Medicine and Radiology. The position is expected to exercise independence in undertaking the responsibilities of the position and to demonstrate initiative and responsibilities to stakeholder requirements.

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

The incumbent will use a high degree of initiative and sound judgment in resolving problems or issues which may arise and is expected to seek advice from the Chair of Medicine, Western Health on matters that are not covered within the rules and regulations governing the responsibilities allocated to the position. The ability to initiate work, interpret School, Faculty and University policy, and take responsibility for the decisions relevant to particular tasks is required.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

A well-developed understanding of working within administration and contributing to a team environment. The EA will require a sound knowledge of University and Western Health policies and procedures. The position requires the incumbent to have the ability to liaise effectively with people internal and external to the Melbourne Medical School.

#### **3.4 RESOURCE MANAGEMENT**

The incumbent is expected to manage within budgetary constraints and to investigate and recommend cost-effective strategies where possible.

#### **3.5 BREADTH OF THE POSITION**

The position incumbent is responsible for managing a diversity of tasks associated with the provision of executive assistance to the Chair of Medicine, Western Health. The incumbent must be capable of independent decision-making within the parameters laid down by the Melbourne Medical School, Faculty, and the University.

### ***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 strive 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 MEDICINE, WESTERN HEALTH**

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

The Department of Medicine and Radiology is a large and diverse department in the Melbourne Medical School that undertakes research, postgraduate and undergraduate teaching within the University of Melbourne teaching hospitals. The Department of Medicine, Western Health is a rapidly growing node of the Department with strengths in musculoskeletal research, ageing, cardiology and other areas. In addition, there is a strong focus on clinical trials research as well as innovative interfaces between tertiary healthcare and cutting-edge research. The Department is based within the Western Centre for Health Research and Education (WCHRE).

The Centre is the operational hub of a diversified campus which incorporates the University of Melbourne activities involving staff from the Melbourne Medical School and other Faculty of Medicine, Dentistry & Health Sciences Schools. A collaborative approach enables us to deliver a community focused medical education experience for students enrolled in the Doctor of Medicine (MD) degree across Western Health. Medical Research at WCHRE has a major focus on high quality research into musculoskeletal disorders and chronic disease common in the Western suburbs of Melbourne. Current academic staff forms a multidisciplinary group comprising a paediatric endocrinologist, exercise scientists, a nutritionist, biomechanists, PhD, Masters and Honours students who have extensive experience in the design and conduct of large-scale clinical randomised controlled trials and public health and translational research. Appointments in other fields also include General Practice, Cardiovascular disease, Maternal Foetal Medicine and Aged Care: <http://medicine.unimelb.edu.au/research/summaries/nwac>

The University of Melbourne through collaboration with Western Health and Victoria University have formed the Australian Institute of Musculoskeletal Science (AIMSS) which is a national reference centre for research into disorders of bone, muscle and joint. AIMSS provides an innovative and collaborative environment for clinicians and researchers to translate basic research into direct health outcomes. The Institute also promotes disease prevention with the establishment of community-based programs based on disease-specific intervention, including exercise and nutrition. <http://aimss.org.au/>

## 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>