



## POSITION DESCRIPTION

Department of Obstetrics and Gynaecology, Melbourne Medical School  
Faculty of Medicine, Dentistry and Health Sciences

### Executive Assistant & Operational Liaison Officer

POSITION NO	0037736
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time
BASIS OF EMPLOYMENT	Fixed-term for 12 months Replacement staff member
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	Name Alan Eddy Tel +61 3 9035 7056 Email <a href="mailto:eddy@unimelb.edu.au">eddy@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 & Operational Liaison Officer provides high level administrative support to the Department of Obstetrics and Gynaecology, effectively assisting the Deputy Head of Department and other senior departmental academic staff in their various roles as:

- Deputy Head of Department – by support for day to day operation of the Department and delivery of the Department's strategic vision;
- Senior Leaders within the Royal Women's Hospital Campus – by support for the development and growth of this campus and its partner relationships through day-to-day operational engagement with the hospital
- Internationally recognised researchers- through the provision of administrative support to their research program.

Working in a busy and complex matrix environment, the Executive Assistant & Operational Liaison Officer will be required to manage competing deadlines, handle sensitive issues with discretion and confidently and interact with internal and external stakeholders on a daily basis. It is expected that you will gain a strong understanding of the objectives, priorities and projects that lie within the responsibility of the Deputy Head of Department and other senior academic staff in order to assist in the achievement of goals.

The Department of Department of Obstetrics and Gynaecology operates across five locations. Based at the Royal Women's Hospital (RWH) campus, the role of the Executive Assistant & Operational Liaison Officer is to coordinate with other Administrative staff across all sites to ensure the Department runs smoothly as a single organizational unit. As such, the role also has responsibility for campus and departmental committee meetings and strategic planning days, undertaking departmental administrative tasks and ensuring these link appropriately into our partner systems and processes (finance, HR, Ethics, IT-systems etc.) This includes preparing and shepherding Honorary applications, recruitment and contract engagement and renewal paperwork (through both the University and Hospital systems), facilities management such as room bookings and space allocations and responding to queries from and dealing with external stakeholders. The Executive Assistant & Operational Liaison Officer is also responsible for the annual publications return, allocation of offices, management of local inductions and the administrative aspects of grant writing, preparation of presentations, publications and ethics submissions.

The Executive Assistant & Operational Liaison Officer acts as an ambassador for the University through the provision of in-kind support to the Royal Women's Hospital and is a key point of contact with the hospital on day-to-day operational matters.

This position is part of a matrix team that has primary responsibility for the operational management of the Campus and the Department.

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

- ▶ Provide a high level of support to the Deputy Head of Department (HoD) and key members of Department of Obstetrics and Gynaecology to achieve the academic and research objectives of the Department and the Campus, providing an interface between the Deputy Head of Department and members of the Department, the Campus, School, Faculty, University, Hospital, Community and granting bodies.
- ▶ Executive Assistant (EA) to the Deputy Head of Department located at the RWH. EA tasks include diary management, arranging travel, preparation and submission of grant applications, papers, reports and presentations.

- ▶ Facilitate and coordinate the local processing of Faculty, University and Hospital corporate services activities (e.g. Finance, Purchasing, OHSE and HR).
- ▶ Prepare and coordinate HR paperwork, liaising with Department, Faculty and Hospital staff (HR and Finance) to shepherd Honorary, recruitment and contract engagement and renewal processes (across both organisations) from initiation through to completion.
- ▶ Manage local induction process (Hospital and University) for new staff, students and visitors.
- ▶ Maintain and update the Departmental website (RWH site).
- ▶ Publications Coordinator for the Department (RWH site).
- ▶ Assist with marketing and promotion of Department Seminars (RWH site) e.g. production and dissemination of flyers, marketing e-mails.
- ▶ Collaborate with Professional Staff at other Departmental sites.
- ▶ Administer routine running of the Departmental Office at the RWH campus including mail, contact lists, cab charges, couriers, office equipment and stationery supplies.
- ▶ Undertake secretariat duties for Departmental and campus committees, including scheduling, venue & catering bookings, minute taking, action lists & follow up and collation and organisation of meeting papers.
- ▶ Disseminate information from the Deputy HoD office to members of the Department and the relevant members of the campus as appropriate and contribute to the efficient flow of all correspondence to and from senior staff.
- ▶ Ensure and maintain effective systems for record management of correspondence (e.g.: emails, records, papers, etc.) including retention and dissemination.
- ▶ Maintain and manage room bookings for meeting rooms, lecture rooms and clinical trial rooms within the Department (at the RWH campus).
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ Completion of a degree, or an equivalent combination of relevant experience and/or education/training.
- ▶ Well-developed planning and organisational skills with the ability to exercise judgement and show initiative in determining priorities.
- ▶ High level verbal and written communication skills with the ability to relate effectively with a range of people across all levels of the organisation
- ▶ Demonstrated ability to work independently and as part of a team with the ability to maintain confidentiality and exercise discretion
- ▶ Demonstrated commitment to providing excellent customer service
- ▶ Well-developed organisation and time management skills
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite

### **2.2 DESIRABLE**

- ▶ Experience in or an understanding of the higher education sector.
- ▶ Experience of the University of Melbourne's enterprise systems such as Themis, Minerva Elements and Matrix CMS.

### 2.3 SPECIAL REQUIREMENTS

- ▶ None

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under routine supervision to general direction depending upon experience and the complexity of the tasks.

The incumbent may supervise or co-ordinate others to achieve objectives.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to solve problems through the standard application of theoretical principles and techniques. In administrative positions, may apply expertise in a particular set of rules or regulations to make decisions, or be responsible for co-ordinating a team to provide an administrative service.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, in order to assist in their adaptation to achieve objectives, and advise, assist and influence others.

The incumbent is expected to apply a body of broad technical knowledge and experience, including the development of areas of specialist expertise.

In professional positions, apply theoretical knowledge, at degree level, in a straightforward way. In administrative positions, provide interpretation, advice and decisions on rules and entitlements.

### 3.4 RESOURCE MANAGEMENT

The budget for this role is managed by the Department Manager and Deputy Head of Department. At times, the incumbent will be requested to source quotes for purchasing or activities and provide this information to the Department Manager and Deputy Head of Department for final approval.

### 3.5 BREADTH OF THE POSITION

The incumbent liaises with a wide range of people, including academic and professional staff, students, VIPs, visitors and the general public.

## 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 ORGANISATION UNIT

<http://medicine.unimelb.edu.au/school-structure/obstetrics-and-gynaecology>

The University Department of Obstetrics and Gynaecology is responsible for teaching Obstetrics, Gynaecology and Neonatal Paediatrics, to undergraduate medical students. Currently, each year approximately 300 medical students spend 9 weeks attached to the Department during the fifth year of their medical course. In addition, there are a number of higher degree students pursuing full-time or part-time research through the Department. These include Advanced Medical Science, Doctor of Medicine, Master of Science and Doctor of Philosophy students.

The **Vision** of the Department is to be an internationally recognised centre of excellence for academic Obstetrics, Gynaecology and Neonatal Paediatrics, and its **Mission** is to provide a high quality academic service across a broad range of clinical, educational and

research activities within its associated teaching hospitals, and especially at its major centres, the [Royal Women's Hospital](#) and the [Mercy Hospital for Women](#).

Other associated teaching hospitals are Sunshine Hospital, Northern Hospital, Ballarat Hospital and Goulburn Valley Hospital (Shepparton). Sunshine and Northern Hospitals are part of the Northwest Academic Centre <http://www.nwac.unimelb.edu.au/> and Ballarat and Goulburn Valley are linked to the [Rural Health Academic Centre](#).

The Department of Obstetrics and Gynaecology has a strong research base with a history of significant competitive grant funding success from external, peer reviewed, grant awarding bodies. Particular areas of current research strength include maternal fetal medicine, neonatal paediatrics, women's health, andrology, gynaecological oncology and reproductive biology.

Staff of the Department include clinical academics, research fellows, research assistants, administrative personnel and a large number of teaching associates associated with the various teaching hospitals involved in the Department's undergraduate teaching programme.

The [origins](#) of the University of Melbourne Department of Obstetrics and Gynaecology can be traced back to 1924, when the Victorian Branch of the British Medical Association appointed a committee under the leadership of Dr J W Dunbar Hooper "to enquire into the condition of midwifery work" in Victoria.

## 6.2 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.

## 6.3 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>.

#### 6.4 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.

## 6.5 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/governance>