



POSITION DESCRIPTION

Melbourne Medical School Department of Surgery Otolaryngology
Faculty of Medicine Dentistry and Health Sciences

Executive Assistant

POSITION NO	0037697
CLASSIFICATION	PCS 5
SALARY	\$66,562 - \$76,454 p.a (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Part time fixed term (0.5FTE) (job share arrangement) available for 12 months Fixed term reason: Replacement staff member
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
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	Ms Denise Dwyer Manager for the Department of Surgery Melbourne Medical School. Tel: 0466 533 453 / email: denise.dwyer@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
joining.unimelb.edu.au

Position Summary

The Executive Assistant is responsible for providing high level of secretarial and administrative support to the Head of Otolaryngology within the Department of Surgery in the Melbourne Medical School. Working in a busy and complex matrix environment, the Executive Assistant will be required to manage competing deadlines, handle sensitive issues with confidentiality, and 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 and will be shared equally with another Executive Assistant who is also employed for over a similar time fraction.

An important part of the Executive Assistant's role is to support the diary and organisational needs of the Head of Otolaryngology across all aspects of their working week; to understand relationships, obligations and commitments across the Eye and Ear Hospital and the Melbourne Medical School.

The position is located within Otolaryngology at the Eye and Ear Hospital in East Melbourne.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Completion of a relevant tertiary diploma / higher qualification or extensive relevant work experience working within a similar role and/or an equivalent combination of relevant experience and/or education and 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.
- ▶ High level of written and oral communication skills.
- ▶ High level interpersonal skills and the 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

1.2 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

2. Special Requirements

- ▶ On occasion, this role may require the incumbent to work outside normal business hours
- ▶ Leave may not be granted during specific peak periods of the year

3. Key Responsibilities

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

3.1 EXECUTIVE ASSISTANCE

- ▶ Provide administrative support to the Head of Otolaryngology, 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 emails 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,
- ▶ Liaise 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 file appropriate human resources records and information
- ▶ 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 both the head of Otolaryngology and the University of Melbourne including the maintenance of computerised information

3.2 GENERAL ADMINISTRATION

- ▶ Assist with the local processing of University corporate services activities (e.g. finance and employee services including expense processing)
- ▶ Provide administrative support for the recruitment and appointment of academic staff including the use of PageUp
- ▶ Support the Head of Otolaryngology and staff in the use of the Travel Portal
- ▶ Coordinate and process 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

- ▶ Any other duties which may be assigned by the supervisor from time to time with regard to current workload

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Executive Assistant works under general direction of the Head of Otolaryngology, but is formally supervised by the Manager within the Department of Surgery. The position is expected to exercise independence in undertaking the responsibilities and to demonstrate initiative and responsibilities to stakeholder requirements.

4.2 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 Head of Otolaryngology 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.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have well-developed understanding of working within administration and contributing to a team environment. The EA will require a sound knowledge of University and hospital 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.

4.4 RESOURCE MANAGEMENT

The incumbent is expected to manage within budgetary constraints and to investigate and recommend cost-effective strategies where possible. The EA is also required to manage time efficiently and make effective use of work resources without compromising quality.

The position does not have any financial delegation

4.5 BREADTH OF THE POSITION

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

5. Other Information

5.1 DEPARTMENT OF SURGERY

The Department is based across six precincts of the Melbourne Medical School, all at key hospital sites, as well as conducting academic activities in surgery at other hospitals. Otolaryngology at the Eye and Ear Hospital (together with Ophthalmology) forms the focus for academic activities in surgery for The University of Melbourne and the Eye and Ear Hospital. Members of the department are involved in research and in post-graduate teaching in surgery. These activities are undertaken both within the department, and more broadly on the hospital precincts.

5.2 MELBOURNE MEDICAL SCHOOL

<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.

5.3 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 \$630m 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.

5.4 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>.

5.5 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/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.

5.6 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, reflect 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.

5.7 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.