



## POSITION DESCRIPTION

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

### Executive Assistant/Department Administrator

POSITION NO	0037766
CLASSIFICATION	PCS 5
SALARY	\$66,562 - \$76,454 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.00 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	Paul Large Tel +61 3 9035 4895 Email <a href="mailto:plarge@unimelb.edu.au">plarge@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 / Department Administrator is responsible for providing exemplary administrative support to the Head of Department and Department Manager, including executive support to the Head of Department, and supporting a range of departmental activities. The role is responsible for all general administration for the department. In carrying out the duties the incumbent will be required to demonstrate confidentiality, independent judgement and professionalism whilst undertaking a number of concurrent tasks with excellent organisational, prioritisation and time management skills.

The Executive Assistant/Department Administrator will be required to support the Department Manager in the operational aspects of HR, finance, event coordination, committee management and coordination of the departments' publication records.

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

#### **1.1 EXECUTIVE SUPPORT RESPONSIBILITIES**

- ▶ Provide administrative support to ensure efficient running of the day-to-day activities for the Head of Department
- ▶ Organise the Head of Department's diary, including coordinating appointments, prioritising meetings and commitments
- ▶ Coordinate and administer the annual and triennial department academic Performance Development Review process, with a view to complying with University requirements and timelines
- ▶ Establish and maintain effective filing and database systems for records management of email, records, papers, telephone and distribution lists and develop effective tracking systems for recording, processing and follow up of requests
- ▶ Co-ordinate travel arrangements for the Head of Department, Deputy Head of Department and the senior academic team including the preparation of travel itineraries and assistance with travel diary entries

#### **1.2 DEPARTMENTAL ADMINISTRATION RESPONSIBILITIES**

- ▶ As the primary contact person for the Department of Medical Education, including the office of the Head of Department, handle queries (telephone, written, email, face-to-face) promptly and efficiently, using sound judgment and discretion to resolve routine enquiries, and provide follow-up or redirection of more complex issues
- ▶ Act as committee secretary for a range of Department boards, committees and groups preparing and distributing agendas, papers, minutes and action items
- ▶ Administer routine running of the departmental office including but not limited to the distribution of mail, courier bookings, stationery, purchasing, cabcharge distribution, parking permits, room bookings, event co-ordination, maintenance of common areas, noticeboard updates
- ▶ Oversee the 'ready to work' process for all new appointees in the department ensuring an efficient induction for all new staff of the department. Ensure all new staff have been provided with comprehensive and relevant information to their role
- ▶ Build and maintain strong and effective relationships with internal and external staff to ensure the efficient delivery of administrative services in a timely and diplomatic manner

- ▶ In liaison with the Faculty Communication, Marketing and Recruitment Unit, maintain and update the departmental website
- ▶ Assistance with the local processing of Faculty and University corporate services activities, e.g. delegate for i-expense processing on behalf of the Head of Department and senior staff and coding invoices
- ▶ Coordinate and administer the annual academic confirmation and promotion rounds, including submission to HR of the final documentation in a timely manner
- ▶ Co-ordinate the publication collection and entry into Minerva for the Department
- ▶ Provide administrative support to academic staff within the School as required
- ▶ Uploading all recruitment documents and information into PageUp eRecruitment in a timely manner
- ▶ Coordinating and liaising with Faculty HR regarding the processing of contract confirmations and extensions

### 1.3 OTHER DUTIES

- ▶ Undertake projects and other duties as directed by the Head of Department or Department Manager to support Department administrative functions
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Completion of a relevant degree, (or completion of a diploma qualification and subsequent relevant work experience; completion of a Certificate IV and extensive relevant work experience, t), or an equivalent combination of relevant experience and/or education/training
- ▶ Demonstrated ability and experience in providing effective administrative/secretarial support.
- ▶ Well-developed level verbal and written communication skills with the ability to relate effectively with a range of people across all levels of the organisation
- ▶ Previous experience with a broad range of multilayered administrative duties including managing complex travel arrangements, management of accurate records, coordinating meetings and providing committee support such as drafting quality agendas, minutes and facilitating the follow up of action items
- ▶ Demonstrated ability to work independently and as part of a team
- ▶ Ability to build and maintain effective working relationships with key internal and external stakeholders. The incumbent will possess cross-cultural skills with a strong client-orientated focus.
- ▶ Well-developed organisation and time management skills with an ability to work in a planned and proactive way.
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite and experience using enterprise systems.

## 2.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector
- ▶ Familiarity with the University of Melbourne's enterprise systems, such as Themis and Minerva Research

## ***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.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to solve problems through the standard application of theoretical principles and techniques. In technical positions, apply standard technical training and experience to solve problems. In administrative positions, may apply expertise in a particular set of rules or regulations to make decisions, or be responsible for coordinating 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 BREADTH OF THE POSITION

The Executive Assistant/Department Administrator will undertake a broad array of duties and responsibilities of varying complexity. The incumbent will be required to liaise with professional and academic staff and students within the Department at various levels, as well as with University Departments, external suppliers and Clients.

## ***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 MEDICAL EDUCATION**

<http://medicine.unimelb.edu.au/school-structure/medical-education>

The Department was established in 2015 to continue the curriculum development success of the former Medical Education Unit (MEU) but with a broader focus on all aspects of Medical Education scholarship. With a central base at Parkville and academic activity at all of the Clinical Schools, we are working towards becoming a centre of excellence in the scholarly discipline of Medical Education.

### **6.2 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

### 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 and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

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>