

Position Description

Administrative Assistant

Position Number: 00078701
Position Title: Administrative Assistant
Date Written: October 2019

Faculty / Division: UNSW Medicine
School / Unit: NDARC (NCCRED)
Position Level: Level 4

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Delivers high performance and demonstrates service excellence.



Thinks creatively and develops new ways of working. Initiates and embraces change.



Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Values individual differences and contributions of all people and promotes inclusion.

Treats others with dignity and empathy. Communicates with integrity and openness.

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The National Centre for Clinical Research on Emerging Drugs (NCCRED) is a national research centre that seeks to embed research in clinical practice. It aims to support clinicians to detect and respond to new drug health problems by building clinical research capacity and rapidly translating findings into clinical practice. The Centre aims to develop and implement a system that allows for rapid, flexible, and collaborative responses to emerging substances that are having prevalent, persistent and harmful health and community impacts.

The Centre is made up of a consortium of the National Drug and Alcohol Research Centre (NDARC), acting as lead agency, St Vincent's Health Australia (SVHA), National Drug Research Institute (NDRI) – Curtin University of Technology, and the National Centre for Education and Training on Addiction (NCETA) – Flinders University.

The role of Administrative Assistant will provide effective day-to-day reception, administrative, financial and office management support within the team. As a first point of contact, this role is responsible for ensuring a high-quality service is provided to all internal and external stakeholders including staff, students and community.

The role of Administrative Assistant reports to the Executive Assistant and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Perform a range of general administrative duties as required including but not limited to; ordering supplies, managing couriers and mail, maintaining documentation and records and ensuring proper handling of confidential or sensitive information
- Act as the first point of contact for internal and external stakeholders, maintain effective channels of communication, analyse requests, filter correspondence and prioritise urgent and often sensitive, matters
- Work with the Central finance team to assist with Accounts Payable and purchasing, invoice tracking and payment, raising purchase orders, processing credit cards and expense reimbursements
- Maintain and assist with room bookings, set-up for meetings and training sessions, including catering booking systems for individual academic offices
- Coordinate, prepare and distribute meeting agendas and papers, minutes, action points and other necessary meeting and committee documentation, and ensure it is appropriately prepared, providing support as required to ensure timely completion of action items
- Maintain updated materials on the web
- Provide assistance with data entry and organisation of research files
- Provide administrative assistance as required by the Centre for recruitment, human resources or events support

- Coordinate travel arrangements including flight and transport bookings, itineraries, accommodation, conference registrations and any other requirements
- Other tasks and responsibilities as requested by the Director and NCCRED Executives
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

SELECTION CRITERIA

- A relevant qualification or an equivalent level of knowledge gained through any other combination of education, training and/or experience
- Demonstrated experience in providing administrative support with relevant experience in financial administration (i.e. stationery procurement, credit card reconciliation, accounts payable processing)
- Excellent interpersonal and communications skills including strong customer service skills and the ability to deal with staff at all levels
- High-level information technology skills (email, Internet, Word, Excel) with a knowledge of social media and its applications
- Strong organisational skills and demonstrated ability to work flexibly as a member of a small team and independently
- Excellent time management skills with ability to prioritise tasks and duties in order to meet deadlines
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.