

ADMINISTRATIVE OFFICER

DEPARTMENT/UNIT	Cancer Research Program, Chronic Disease & Ageing
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 5
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road, Melbourne

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy. Our Faculty offers the most comprehensive suite of professional health training in Victoria.

We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences. In 2022, our Nursing and Midwifery climbed to the rank of 14th in the world and 1st in Victoria in the QS World University Rankings.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both

discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life.

Contributing to the global health care agenda, the Faculty aspires to lead in all areas of its research and education activity, collaborating to influence local, national and international policy to improve health and social outcomes, and reduce health inequity.

We've made a major impact in the world of medical research and are globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

The **School of Public Health and Preventive Medicine** is committed to our vision of Health and wellbeing for all people and communities. We are one of the largest schools of public health in the Asia Pacific region. Through generating and synthesising impactful evidence, supporting the strengthening of our health systems and informing and transforming policy and practice, we can help overcome the health challenges being faced across Australia and more broadly. We have skills, knowledge and excellence across a range of disciplines including epidemiology, research methodology, biostatistics, research ethics, governance, clinical trials, clinical quality registries, qualitative research, evidence synthesis, implementation science, health economics, genomics, forensic science, health systems, services and policy, and clinical practice. This provides a strong foundation upon which we can inform, support and sustain equitable improvements in health for individuals and communities. The School is part of the Faculty of Medicine, Nursing and Health Sciences centred at the Alfred Hospital Campus with satellite units and partners embedded across other major Monash affiliated hospitals, research institutes and public health organisations.

The **Cancer Research Program (CRP)** was formed in May 2014 to enhance the cancer research focus across the School of Public Health and Preventive Medicine's clinical and public health activities. The Program is led by Professor John Zalcborg, a medical oncologist and cancer researcher with over 20 years' experience.

The CRP primarily works to create and maintain clinical quality registries with a view to improving health care and patient outcomes. Within these registries, population-based data on diagnosis, treatment and outcomes is collected and assessed. The information is used to highlight variations in care and is fed back to health services in benchmarked reports. By identifying areas for improvement, health services can implement changes to advance and streamline care.

The CRP also oversees several studies, including randomised controlled trials (RCTs), that utilise established registry infrastructure and/or data, or are related to cancer-focused health services research. The CRP enjoys a strong connection with health service providers, patient advocacy groups, and policy makers. It is working at multiple levels to try to streamline the development of new projects and encourage the integration of research into day-to-day clinical practice.

POSITION PURPOSE

The Administrative Officer provides a range of high-level administrative services and project coordination services to support the end-to-end delivery across the Cancer Research Program (CRP), mainly to the Prostate Cancer Outcomes Registry (PCOR) and the National Gynaecology Oncology Registry (NGOR).

The Administrative Officer provides administrative support across key functions including resource management, finance, project and meeting coordination. This position works closely with the Cancer Research Program (CRP) registry managers and funding partners to ensure the execution of project deliverables. This includes developing project documentation, updates and reports, and

undertakes a range of professional and high-quality administrative duties to support program objectives and CRP more broadly.

This role also provides event support, including preparation of content for virtual or F2F meetings or conferences, organising complex bookings, assisting with presentations, organising agendas and minutes, and providing a proactive approach to follow up action items.

The Administrative Officer operates with excellence in process and judgement to provide sound and timely advice and support to clients, staff and other stakeholders.

Reporting Line: The position reports to the Head of Cancer Research under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Implement and deliver a range of effective administrative tasks including managing processes, providing services, responding to queries, advising on policy and process, supporting committees, project administration and producing reports in accordance with agreed standards and timeframes
2. Provide high levels of customer service in accordance with best practice guidelines, policy and procedure
3. Maintain service standards, including those applying to privacy, confidentiality, and procedures for conflict resolution
4. Administer the delivery of a range of operational and financial administrative functions including payment generation and tracking in accordance with project milestones, suppliers and invoicing, credit card acquittals and financial processes
5. Provide sound and timely advice, guidance and support to other staff, clients and stakeholders in areas of administrative and service responsibility
6. Participate in and implement continuous improvement activities to enhance the efficiency and effectiveness of project-related administration, processes and systems
7. Maintain effective working relationships with a network of internal and external contacts to facilitate communication and support project objectives
8. Provide a range of coordination services including: scheduling stakeholder meetings and facilitating communication, developing and collating documents, and providing support to relevant governance committees
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A tertiary qualification in a relevant field; or
 - substantial relevant skills and work experience; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Excellent administration skills and a demonstrated capacity to deliver effective operational processes and systems
3. Demonstrated organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
4. Well-developed project coordination skills with the ability to support projects from establishment through to completion in accordance with agreed standards and timeframes
5. A strong commitment to excellence in customer service and a hands-on approach to service provision
6. Ability to work as an effective member of a team as well as the ability to exercise independence and judgement where required
7. Demonstrated analytical and problem-solving skills
8. Well-developed written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues
9. Highly developed computer literacy, including experience using business software such as Microsoft Office
10. Experience working with clinical registries

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.