Australian National University

Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	Research School of Population Health
Department/Unit:	National Centre for Epidemiology and Population Health
Position Title:	Administrator, ASEAN-Australia Health Security Program
Classification:	ANU Officer Grade 5 (Administration)
Position No:	TBA
Responsible to:	Convenor, MAE Program
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

The Administrator, ASEAN-Australia Health Security Program (ASEAN Program) provides general administrative support, contributing to the efficient coordination of the day-to- day operations of the ASEAN Program through liaising with staff and students and providing advice and assistance on a wide range of general administration. The position sits in the National Centre for Epidemiology and Population Health, one of five centres within the Research School of Population Health (RSPH), and will contribute to the successful delivery of the Master of Philosophy in Applied Epidemiology Program (MAE). The MAE is Australia's Field Epidemiology Training Program (FETP).

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The ASEAN Program Administrator will provide administrative support to the ASEAN Program, reporting directly to the ASEAN Program Coordinator at NCEPH. The role supports the successful delivery of the ASEAN-Australia Health Security Fellowship Program, which is an initiative established in partnership with the Indo-Pacific Centre for Health Security, Department of Foreign Affairs and Trade. As an integral component of the team that is helping develop and deliver health security and health systems leaders for our region, the position will work closely with other ASEAN and MAE program staff, students, field placements and collaborators both nationally and internationally. The successful applicant is expected to contribute to the high-quality of the MAE program and maintaining high morale within the staff and student group.

Role Statement:

Under general direction, the Departmental Administrator will:

1. Act as the first point of contact within the ASEAN program, providing support to management and good governance, including responding to enquiries and providing first-level advice on a wide range of policies and procedures, redirecting enquiries to the relevant staff, when needed, and drafting various reports and general correspondence as requested.
2. Provide high-level administrative support, liaising with staff, students and visitors to ensure the efficient and effective delivery of Financial, Human resources and student administration including support to ASEAN scholars placed overseas.
3. Provide general administrative and secretarial support on a range of other matters including, but not limited to: committee and event management support, room allocation and booking, collating and placing stationery orders, arranging access cards and IT access and ensuring appropriate maintenance of office space and equipment.
4. Contribute to monitoring, evaluation and reporting requirements of the ASEAN program as well as maintaining regular updates of activities related to the ASEAN program, and support reporting requirements to funding bodies and ethics committees
5. Assist the MAE Administrator to provide general administrative and secretarial support to the MAE

Program (Domestic program) on a range of other matters including, but not limited to: committee and event management support, room allocation and booking, collating and placing stationery orders, arranging access cards and IT access and ensuring appropriate maintenance of office space and equipment

6. Maintain the Department's website, liaising with stakeholders to collect information and update relevant sections.
7. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Demonstrated relevant experience in an administrative role in a complex environment and/or relevant qualifications in Project Management. Cross-cultural experience, particularly in the Asia-Pacific region and/or involving Aboriginal and Torres Strait Islander peoples will be highly regarded.
2. Demonstrated high-level customer service with effective communication skills and experience drafting business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. Excellent written and oral communication and interpersonal skills and a demonstrated ability to communicate clearly and effectively with people from a wide range of backgrounds.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
5. Proficiency using the MsOffice suite and experience with online data management platforms and website maintenance.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:
General Staff Classification Descriptors
Academic Minimum Standards

Pre-Employment Work Environment Report

Australian National University

Position Details

College/Div/Centre	ANU CHM	Dept/School/Section	RSPH, NCEPH
Position Title	Administrator, ASEAN-Australia Health Security Fellowship Program	**Classification**	ANUO5 (Administration)
Position No.		**Reference No.**	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointmentsand Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.

- This form is used to advise potential applicants of work environment issues prior to application.

- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/ Health_Surveillance_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp

- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' athttp://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
catering / food preparation	☐	☐	noise / vibration	☐	☐
fieldwork & travel		☒	electricity		
driving a vehicle		☒			

NON-IONIZING RADIATION		IONIZING RADIATION	
solar		gamma, x-rays	
ultraviolet		beta particles	
infra red		nuclear particles	
laser			
radio frequency			

CHEMICALS		BIOLOGICAL MATERIALS	
hazardous substances		microbiological materials	
allergens		potential biological allergens	
cytotoxics		laboratory animals or insects	
mutagens/teratogens/		clinical specimens, including blood	☒
carcinogens			
pesticides / herbicides		genetically-manipulated specimens	
		immunisations	

OTHER POTENTIAL HAZARDS (please specify):

Supervisor's Signature:		Print Name:	**Emma Field**	Date:	**16 November 2021**