DATA ENTRY ASSISTANT

DEPARTMENT/UNIT	School of Public Health and Preventive Medicine
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 3
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 ground-breaking – 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 ground-breaking 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, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

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, reduce health inequality and promote greater health and social outcomes.

We're 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.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

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.

POSITION PURPOSE

The ABDR Data Entry Assistant provides administrative support services to the Australian Breast Device Registry (ABDR) and its staff. The ABDR is a clinical quality registry funded by the Australian Department of Health under the National Clinical Quality Registry (CQR) Program, that has been operating at Monash University since 2014. The ABDR provides long-term monitoring of implanted breast devices, including tissue expanders and meshes, and is an important national resource in supporting the safety and welfare of women who have implanted breast devices. The registry provides regular reports to the Therapeutic Goods Administration as well as to participating sites and surgeons, and industry. The ABDR is part of an international community of breast device registries and is a national registry of significance with significant contributions to research into breast device(s) and breast device procedures.

The ABDR Data Entry Assistant will play an integral part of ABDR team through assistance with data transcription from paper-based or electronic data collection forms into the ABDR's custom database, administrative matters and assistance with ad hoc tasks required during the registry's day-to-day operations.

Reporting Line: The position reports to the ABDR Operations Manager under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Data entry for the Australian Breast Device Registry (ABDR), involving transcription of data from paper-based or scanned data collection forms (DCFs) into a custom online platform

2. Assist with a range of quality assurance activities and related activities

3. Administrative activities such as filing, maintaining and updating filing systems, responding to routine enquiries, and handling and collating papers, word-processing documents and correspondence

4. Provide high-levels of customer service in accordance with prescribed practices and protocols

5. Provide suggestions about improvement of services and participate in activities to ensure a positive workplace culture

6. Maintain open and effective channels of communication with staff, clients and other stakeholders

7. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:

    - A certificate in office administration or a similar field; or

    - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Sound data entry and administration skills

3. Good organisational skills, including the ability to manage time and meet deadlines

4. Sound attention to detail and accuracy

5. Sound communication skills and ability to liaise positively with colleagues and clients

6. Computer literacy and word-processing skills

7. An understanding of medical terminology

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.