POSITION DESCRIPTION

The University of Melbourne 
(logo)

Department of General Practice

Melbourne Medical School

Faculty of Medicine, Dentistry and Health Sciences

Administrator – Safer Families Centre

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| Position No | 0053981 |
| Classification | UOM 5 |
| Salary | $75,011 - $86,158 p.a. (pro rata) |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Part-time (0.6 – 1.0 FTE) Hours negotiable |
| BASIS OF EMPLOYMENT | Fixed-term for 12 months |
| Other Benefits | <https://about.unimelb.edu.au/careers/staff-benefits> |
| How to Apply | Online applications are preferred. Go to <http://about.unimelb.edu.au/careers>, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number. |
| contact For enquiries only | Simone Gleeson Tel +61 3 8344 4890 Email simone.gleeson@unimelb.edu.au  Please do not send your application to this contact |

For information about working for the University of Melbourne, visit our websites:   
  
about.unimelb.edu.au/careers   
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

Position Summary

The Safer Families Centre Administrator plays a key role in ensuring the smooth workflow of day to day operations related to the SAFE (Sexual Abuse and Family ViolencE) team of the Department of General Practice. Reporting to the Safer Families Centre Manager you will be responsible for undertaking a range of administrative tasks that support and assist staff and scholars working on projects for the Safer Families Centre. The position requires you to demonstrate excellent communication and team-work skills and to build strong working relationships with colleagues both within and external to the SAFE team. The role is varied and dynamic and includes tasks such as booking general practice training sessions, managing correspondence, minute taking, developing flyers and templates, and providing administrative support to the Safer Families Manager and Director.

The position may also include working across other projects relating to domestic and family violence within the SAFE team as opportunities arise.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

* Collaboration and teamwork
* Compassion
* Respect
* Integrity
* Accountability

# Key Responsibilities

* Provide administrative support to ensure efficient running of day to day operations within the SAFE Team in relation to its links with the Safer Families Centre
* Providing administrative support to the Safer Families Director, Manager and Education Project Officers
* Undertake administrative tasks for the Safer Families Centre’s general practice domestic and family violence education training program (The Readiness Program)
* Work with relevant team members to coordinate bookings for web-based meetings, training workshops, and other meetings as required.
* Liaise with general practice staff to schedule virtual in-practice training and following up with training participants as required
* Work with Education Project Officers on the team to assist in recruitment of general practices and other primary health care sites to participate in the virtual training program
* Assist the Safer Families Manager and Director in liaising with service areas across the University and Faculty in relation to finance, human resources and information technology related requests
* Submitting requests to raise a sales invoice, processing payments and credit card expense reports in accordance with University procedures and applications
* Liaise with relevant stakeholders such as Primary Health Networks, general practices and education facilitators to aid the set up and delivery of GP training
* Assist with the preparation and dissemination of correspondence, including the distribution of targeted email communication, newsletters and other correspondence, as required
* Effective demonstration and promotion of University and team values including diversity and inclusion and high standards of ethics and integrity
* Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5
* Other duties as directed by supervisor, consistent with the classification of this position

# Selection Criteria

## Essential

* Completion of a relevant degree (public health, nursing, biomedical science, psychology) or related field or an equivalent combination of relevant experience and/or education/training.
* Excellent organisation and time management skills and the ability to prioritise competing demands
* Excellent communication and interpersonal skills including a strong client relations focus
* Demonstrated experience with coordinating training sessions, meetings or events
* Demonstrated ability to complete administrative processes, including financial and human resources related tasks.
* Demonstrated experience in a range of computing skills including Microsoft Word, Outlook, spreadsheets, databases and other applications
* Ability to maintain discretion and confidentiality at all times – in dealing with confidential records

## Desirable

* Knowledge of and proficiency in using University enterprise systems including Themis, iExpenses, iProcurement, Qualtrics, REDCap, and other applications
* Knowledge of and proficiency in use and maintenance of web-based systems
* Experience in a previous administrative role with The University of Melbourne

# Job Complexity, Skills, Knowledge

## Level of Supervision / Independence

You will work under the general direction of the Safer Families Manager. You will undertake related tasks as requested by your supervisor. You are expected to plan, organise and schedule routine work independently to ensure deadlines are met. Initiative is required to prioritise work and solve simple problems.

A degree of independence is required once tasks are mastered, however complex issues are to be referred to the supervisor.

## Problem Solving and Judgement

The incumbent is expected to exercise judgement relevant to the responsibilities of the role and when necessary, refer more complex issues to the supervisor.

## Professional and Organisational Knowledge

The incumbent is required to have sound knowledge of administrative processes and is expected to contribute as a team member to processes, interpret and implement policy and/or internal procedures and carry out other duties as required.

The incumbent must comply with Faculty and University policies and procedures.

## Resource Management

The incumbent is responsible for efficient time management and effective use of work resources.

# 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 strive 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: <https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

# Other Information

SAFER FAMILIES CENTRE

[www.saferfamilies.org.au](http://www.saferfamilies.org.au)

The NHMRC Centre of Research Excellence to promote Safer Families (Safer Families Centre) leads research into the health effects of domestic and family violence and how to transform the health sector to effectively respond.

The Safer Families Centre sits across several universities with the Principal Investigator/ Lead Co-Director of the Centre located at the University of Melbourne within the Department of General Practice. The Safer Families team brings together a diverse team of investigators, program scholars and numerous associates internationally with expertise in a range of health, clinical and social sciences. Please read more about our Centre at [www.saferfamilies.org.au](http://www.saferfamilies.org.au)

## department of general practice

www.gp.unimelb.edu.au

The Department of General Practice originated as a unit within the Department of Community Medicine in 1977. It was established as a separate department within the School of Medicine in 2001 and established the Primary Care Research Unit (PCRU) as a centre of excellence in primary care research, research training and knowledge exchange in 2006. The Department has 55 (full time equivalent) staff supported by an operating budget of $7 million and research income of approximately $7.1 million annually.

With an increased profile within the Melbourne Medical School, the Department has utilised its growing network of general practitioners (GPs) and primary health care providers in the community to ensure that University of Melbourne medical students are provided with quality community-based medical education. The Department delivers postgraduate training for primary care nurses, and research training for medical, honours, masters (3) and PhD students (28).  For more than 20 years, the Department has run a very successful General Practice academic registrar program.

The Department has a successful Primary Care Research Unit (PCRU), including a Clinical Trials Unit with a practice-based research and education network (VicREN), which comprises our community-based general practices and other primary care providers who contribute to and drive teaching and research. A proportion of our VicREN members are a part of our Patron Community of Practice, where de-identified electronic practice data are stored to drive impactful research to advance primary care policy and practice. Our cross-cutting research themes include clinical data analytics, implementation science and health services research. Central to our work is understanding the patient and practitioner experience and through co-production methodologies involving them in identifying the challenges and designing and testing solutions. Using clinical data analytics, we explore patient pathways through health care and describe the epidemiology of health and disease in primary care. With a focus on primary care innovation, we develop, test and implement simple and complex interventions including digital technologies, such as a range of risk stratification and point-of-care decision making tools. The Department also has successful research programs in specialised areas in Cancer; Children and Young People’s Health; Diabetes and Cardio-Metabolic Conditions; Mental Health; and Abuse and Violence.

## melbourne medical school

www.medicine.unimelb.edu.au

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. The School is ranked 14th in the world (Times Higher Education World University Rankings 2020 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

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.

With thirteen clinical departments (Baker Department of Cardiometabolic Health, Clinical Pathology, Critical Care, General Practice, Medical Education, Infectious Diseases, Medicine, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Radiology, Rural Health and Surgery) the MMS has more than 900 academic and professional staff members at our Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. MMS staff are privileged to work alongside more than 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students. The School has partnerships and research collaborations across the 30 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as national and international partnerships.

MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the School’s flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia, setting a new benchmark in medical education.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of $95 million, the School’s research effort is highly collaborative, spanning basic and translational research. MMS has over 500 higher degree by research candidates.

School staff members also lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service.

Under the leadership of Professor John Prins, MMS is undertaking exciting new developments, including a major review of the MD curriculum, an emphasis on the clinician-scientist career trajectory (in partnership with affiliated hospitals, medical research institutes and foundations), and a reinvigorated focus on clinically relevant research.

Commencing in 2022, the MD redesign will allow students to build their own unique medical degree. Practical time in clinics and research options will start in the first year. The core units will be available online, allowing flexibility. And discovery subjects will offer a chance to explore a wide range of topics or deep dive into a future specialty including the choice to learn extra skills and even take part in a joint degree.

These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership positions across the School. These positions present a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia’s leading medical school.

## 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 has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research.  The Faculty’s annual revenue is $630M with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students.  The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

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.

## 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>

## ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 6.5 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 <https://about.unimelb.edu.au/strategy/governance>