



POSITION DESCRIPTION

Department of Medicine, Austin Health
Faculty of Medicine, Dentistry and Health Sciences

Personal Assistant

POSITION NO	0046101
CLASSIFICATION	PCS 5
SALARY	\$68,892 - \$79,130 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed term for 12 months
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Stephanie Hart or Bronwyn Grinton Tel +61 3 9035 7112 Email pa-erc@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Personal Assistant is a key administrative position in the Department of Medicine and the Epilepsy Research Centre (ERC) at the University of Melbourne. It is located at the Melbourne Brain Centre at Austin Health in Heidelberg. The position reports directly to Professor Ingrid Scheffer who is Professor of Paediatric Neurology Research at The University of Melbourne and Director of Paediatrics at Austin Health. The Personal Assistant will support functions of Professor Scheffer's multiple roles and will work across both the University of Melbourne and Austin Health, as well as liaising with other institutions and supporting Paediatric Medicine.

The Personal Assistant provides high-level administrative and organisational support, advice and assistance to the Laureate Professor of Paediatric Neurology Research and a large research and clinical team. The Personal Assistant ensures the efficient and effective management of the Professor's clinical, research and departmental responsibilities. The position works in conjunction with a full-time Personal Assistant.

This multitasking and challenging role involves diverse duties and will require excellent interpersonal communication, organisational and time management skills. Working in a fast-paced environment, the incumbent will use their comprehensive organisational skills and knowledge to organise and coordinate the activities of the Professor in her extensive duties and interactions with the University, Austin Health and other national and international external bodies. The nature, diversity and scope of responsibility require the frequent use of discretion, sensitivity, initiative and independent judgement.

1. Key Responsibilities

- ▶ Proactively ensure all information, resources and facilities are prepared and available for the Professor's daily activities such as patient appointments, meetings, presentations, travel and research activities.
- ▶ Manage all phone and written correspondence effectively, ensuring all are dealt with appropriately and in a timely manner including being sensitive to those with medical conditions and their families, employing tact, empathy and understanding.
- ▶ Effective management of the Professor's diary and commitments, including the coordination of face-to-face meetings and tele/video conferences.
- ▶ Organisation of relevant appointments for the Professor and related personnel in both academic and clinical settings.
- ▶ Organisation of all travel arrangements for the Professor relating to her multiple roles, including travel to conferences, other meetings and events.
- ▶ Efficiently undertake various written tasks including drafting and distribution of standard correspondence using a variety of media, exercising confidentiality and sensitivity in relevant circumstances.
- ▶ Prepare a variety of high quality scientific documents, including research grant applications, slides, reports and papers including formatting scientific manuscripts for publication according to the specifications of selected journals and ensuring documents are prepared for submission at the highest possible level.
- ▶ Maintain publication databases using appropriate software programs and other tools.
- ▶ Provision of effective administrative assistance to the neurogenetics research team, including coordination of activities and research
- ▶ Stock control and ordering of stationery, computer related goods and other equipment for the group.

- ▶ Organisation of meetings in both academic and clinical settings as required.
- ▶ Provision of personal assistance and general support more broadly within the ERC including to co-Director Professor Berkovic as required.
- ▶ Provision of administrative assistance in clinical settings including the Department of Paediatrics, Austin Health as required.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Relevant tertiary qualification and/or a relevant combination of education/training and experience
- ▶ Excellent time management and organisational skills with the capacity to prioritise tasks, meet deadlines and effectively balance competing demands
- ▶ High level verbal and written communication skills with the ability to relate effectively with a range of people across all levels of the organisation
- ▶ A mature attitude with resilience demonstrated by the ability to be self-motivated and work effectively under pressure
- ▶ Demonstrated excellent interpersonal skills in dealing with people of all ages and backgrounds, including the ability to utilise appropriate tact, empathy and understanding in sensitive situations.
- ▶ Demonstrated ability to utilise initiative in achieving objectives and proactively planning ahead
- ▶ High-level attention to detail, excellent grammar and literacy with correspondence
- ▶ Demonstrated ability to perform a full range of high level administrative support and organisational assistance to senior executive staff or experience at a similar level in a project management/coordinator role
- ▶ Ability to work effectively both autonomously and as part of a team
- ▶ Excellent computer skills including typing, word processing, use of the internet, PowerPoint, spreadsheets and databases
- ▶ Ability to develop processes to manage a busy diary

2.2 DESIRABLE

- ▶ Experience with preparation and formatting of scientific documents for publication and grant submission and competence with Endnote
- ▶ Experience with the management of research financial accounts
- ▶ Advanced skills in the use of word processing programs
- ▶ Experience in a medical setting, including experience with people with medical conditions and their families, and the use of medical terminology
- ▶ Experience transcribing dictations

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under general supervision from Professor Scheffer and Professor Berkovic. Frequent absences of the supervisors require the Personal Assistant to show initiative and motivation, work independently and be able to prioritise with minimal supervision, although the ability to work within the research team is also necessary.

3.2 PROBLEM SOLVING AND JUDGEMENT

Problem solving skills and initiative are required to effectively organise, prioritise and coordinate the needs of the supervisors. The Personal Assistant is required to efficiently manage several tasks simultaneously and to ensure that deadlines are met.

The Personal Assistant is required to exercise judgement and make sound decisions when dealing with the University, the Hospital and outside bodies. Decisions are frequently required in the absence of the supervisors and recognition of the consequences and outcomes of such decisions is imperative.

The incumbent is required to use initiative to provide appropriate advice, information or referral, particularly in the absence of supervisors. Extreme discretion, confidentiality and impartiality are expected at all times.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have high level computer expertise with a number of software applications, especially Microsoft Office, as well as excellent office and clerical skills. Excellent written and verbal communication skills are crucial as is the knowledge of medical terminology. Knowledge of the link between Austin Health, the University of Melbourne and associated professional bodies is also necessary.

3.4 RESOURCE MANAGEMENT

The Personal Assistant is responsible for managing available resources to ensure the efficient and effective support for the Professor's activities. This includes efficient time management and effective use of work resources without compromising quality, as well as stock control and overseeing of invoices and payments. The position does not have any financial delegation.

3.5 BREADTH OF THE POSITION

The incumbent is required to provide a very broad range of administrative tasks to support the senior academic staff. The position is part of a larger highly cohesive epilepsy research team and collaborates with many scientists and physicians nationally and internationally. The Personal Assistant will be required to frequently interact with staff from other hospitals and medical centres. They will require excellent interpersonal skills and will deal directly with the public, families and other researchers.

4. 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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

6. Other Information

6.1 MEDICINE, AUSTIN HEALTH

<http://www.medicine.unimelb.edu.au/medicine-and-radiology>

The Department of Medicine and Radiology is a large and diverse department in the Melbourne Medical School that undertakes research, postgraduate and undergraduate teaching within the University of Melbourne teaching hospitals. The Department of Medicine, Austin Health is a large research focused node of the Department, committed to high standards of teaching, research and clinical care. The Department has major programs in basic and applied research, has clinical responsibilities at Austin Hospital, Heidelberg Repatriation Hospital and contributes significantly to the undergraduate teaching program for medical students. The research base is broad with significant funding from NH&MRC and other competitive grant schemes. There are approximately 90 academic, technical and administrative staff, and over 90 students who are enrolled to pursue higher degrees from BSc (Hons), MSc, PhD and DMedSc.

6.2 EPILEPSY RESEARCH CENTRE

<https://medicine.unimelb.edu.au/research-groups/medicine-and-radiology-research/austin-hospital/epilepsy-research-centre>

<http://www.epilepsyresearch.org.au/>

The Epilepsy Research Centre is a large cohesive research group within the Department of Medicine with a world-leading international profile. The Centre is currently comprised of more than 20 individuals including neurologists, research fellows, PhD students and research assistants. Our important Australia-wide and international study investigating the genetic causes of epilepsy has been ongoing for more than 20 years. The molecular genetic work is performed primarily in a laboratory located at the Melbourne Brain Centre, and by collaborating laboratories in Australia and internationally. The studies have been responsible for the identification of several epilepsy syndromes and the identification of many epilepsy genes. The research group is situated at the new Melbourne Brain Centre building at the Austin campus of Austin Health, Heidelberg.

6.3 MELBOURNE MEDICAL SCHOOL

<http://www.medicine.unimelb.edu.au/>

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The 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.

The MMS is composed of nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

6.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & 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 \$628m 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.

6.5 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>.

6.6 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world,

working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.7 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 <http://www.unimelb.edu.au/governance>