

JOB DESCRIPTION



Position Title	Administration Officer	Level	A
Reports to (role)	Manager, Corporate Governance		
Team	Administration Support		
Location	Telethon Kids Institute - Perth Children's Hospital, 15 Hospital Avenue, Nedlands		

PURPOSE OF POSITION

The purpose of the role is to provide effective and efficient administration support to the Institute Leadership Team (ILT), designated researchers and research teams within the Institute and to support specifically assigned Institute functions.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Support broader Institute functioning	<ul style="list-style-type: none">• Specific projects and roles to be identified and delegated.• This may include secretariat roles for the Institute Committees• Inductions and on boarding	<ul style="list-style-type: none">• Feedback from relevant stakeholders.
Provide administration support for the Institute Leadership Team	<ul style="list-style-type: none">• Diary management as delegated.• Other duties as directed by ILT member.	<ul style="list-style-type: none">• Feedback from ILT members.

<p>Administration support for Researchers and Research Teams</p>	<p>Provide administration support to all assigned researchers, students and professional staff, including but not limited to:</p> <ul style="list-style-type: none"> • Grant administration support • Support with formatting and submission of manuscripts/publications • Administrative support, including preparation of documents, presentations, spread sheets • Organising travel, accommodation and conference registrations • Support students with thesis and scholarship submissions • Seminar and event management support • Purchasing and procurement • Provide assistance with updating CV's and maintenance of databases eg RGMS, Endnote • Mail collection and distribution • Courier shipments • Reception coverage as required 	<ul style="list-style-type: none"> • Feedback from researchers and teams.
<p>Other</p>	<ul style="list-style-type: none"> • Other Duties as required: • Ensure relevant filing is maintained • Undertake continuing professional development • Other duties as directed 	<ul style="list-style-type: none"> • Well organized and up to date filing system
<p>Workplace Safety</p>	<ul style="list-style-type: none"> • Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications: <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	<ul style="list-style-type: none"> • Year 12 or equivalent
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Minimum 3 -5 years' experience in an office administration or similar position • Demonstrated experience with travel management • Sound experience providing support with budgets • Excellent organisational skills • Ability to work independently and to set priorities • Ability to work in a team • Excellent interpersonal skills and telephone manner • Self-motivated, flexible and friendly • Demonstrated good oral and written communication skills • Sound experience with Microsoft suite of applications • High level of attention to detail

Approved by:	<i>Signature of the person with the authority to approve the job description and job title</i>	Kate Roberts
Date approved:	<i>Date upon which the job description was approved</i>	19/02/2019
Reviewed by P&C:	<i>Date when the job description was last reviewed by People & Culture</i>	4/02/2019