Position Description

Administrative Assistant

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<th>Level:</th>
<th>4/5</th>
<th>Date:</th>
<th>February 2015</th>
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<td>Unit:</td>
<td>Kirby Institute</td>
<td>Faculty:</td>
<td>UNSW Medicine</td>
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<td>Written by:</td>
<td>B. Sharp, S. McGregor</td>
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POSITION SUMMARY

The Administrative Assistant is responsible for the providing sound administrative support to assist the Public Health Interventions Research Group (PHIRG) with their operational requirements.

ORGANISATIONAL ENVIRONMENT

UNSW Medicine

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia’s finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

Kirby Institute

The Kirby Institute is the major research body in Australia with responsibility for research into the clinical and epidemiological aspects of HIV/AIDS. It is also responsible for research into these aspects of other blood borne viruses and sexually transmissible infections. The Kirby Institute carries out its functions by working with an extensive range of collaborators, including the other national HIV research centres, State and Territory Health Departments, public and private clinical units, national and international organisations, and the corporate sector including the pharmaceutical industry.

The Kirby Institute was formed on the 25th anniversary of the establishment of the National Centre in HIV Epidemiology and Clinical Research (NCHECR) and named for former High Court judge Michael Kirby AC. It is directly affiliated with the Faculty of Medicine at UNSW Australia. The Kirby Institute is located on levels 5&6 of the Wallace Wurth Building at the UNSW Kensington campus.
Description of the Public Health Interventions Research Group

The Public Health Interventions Research Group undertakes a diverse range of projects that focus on the evaluation of strategies to prevent infectious disease. We collaborate extensively within The Kirby Institute and externally, and emphasise research that benefits the health of disadvantaged populations in Australia and the Asia-Pacific Region. Much of our work also has a strong capacity building component. The group is currently involved in projects related to the control of HIV, sexually transmitted infections, viral hepatitis, tuberculosis, scabies and trachoma. Countries of activity include Australia, Papua Guinea, Indonesia, Cambodia and Fiji.

Statistics

The Institute employs approximately 220 staff, including academics, researchers, IT professionals, laboratory scientists and administrative and support staff. Staff members are located primarily in Sydney, although staff are also employed in other Australian states and internationally (e.g. Thailand and Cambodia). In 2014 there were approximately 60 enrolled Postgraduate students.

The Institute currently receives approximately $7m per year in core grants from the Commonwealth Department of Health and Ageing and NSW Office of Medical Research and attracts up to $20m per year from other sources. The Institute operates approximately 280 projects within the UNSW financial system to facilitate this process.

Reporting Relationships

Supervisor’s title: International Training and Development Manager.

Other positions reporting to the supervisor: N/A

Positions reporting to this position: N/A

Other relationships: Other KI employees and external collaborators

KEY DUTIES & RESPONSIBILITIES

Level 4

- Act as first point of contact for the Head of the PHIRG.
- Coordinate systems and procedures for effective and efficient workflow within the PHIRG.
- Provide authoritative advice to staff in the PHIRG regarding the policies and procedure of the Kirby Institute.
- Arrange travel, accommodation, and conference registration for the Head and senior academic staff of the PHIRG.
- Process invoices, travel related paperwork and monitor credit card reconciliations
- Assist in the efficient operation of meetings and teleconferences, including the preparation of agendas and meeting papers, minute taking, distribution and filing of
documents, liaison with committee members and the organisation of travel and catering, as required.

- Liaise with other programs at the Kirby Institute and external organisations in relation to the administration of specific projects across broad and diverse areas.
- Liaise with other program administrators and the Administration Unit of the Kirby Institute, regarding issues such as work plans, space management, and access to common infrastructure resources, including information systems.
- Maintain registers of the PHIRG’s activities in relation to funding, committees, postgraduate research students supervised, publications, presentations, consultancies and teaching, and curriculum vitae;
- Manage and coordinate special meetings and conferences, as well as site visits from international delegations in consultation with the head of the PHIRG.
- Complete other duties as requested by the Professor (Head) and Program Manager of the PHIRG.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Level 5**

In addition to the above:

- Monitor the PHIRG’s core and project incomes and expenditure.
- Develop and manage PHIRG budgets in consultation with the Program Head and Manager.
- Coordinate and day-to-day management of ethical and granting body requirements for research projects, including liaising with external collaborators throughout Australia and internationally.
- Prepare scientific papers, protocols, submissions, reports, ethics and grant applications and non-routine correspondence from written material, and draft routine correspondence.
- Coordinate reports on the PHIRG’s activities for the Kirby Institute newsletter and annual report.

**SELECTION CRITERIA**

**Level 4:**

- A relevant diploma qualification or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Experience working at a similar position in an academic, medical or research environment and familiarity with HIV/AIDS or sexual health issues.
- Sound interpersonal and communication skills including the ability to liaise with a diverse group of people from varying backgrounds and seniority.
- Experience in performing administrative tasks in high volume, process driven administrative environment with variable workflow patterns and fixed deadlines.
- Demonstrated ability to work well under pressure with sensitive and confidential matters and to work flexible hours as required.
• Advanced computer skills, particularly MS Office (including PowerPoint and Excel), internet and email, and an ability to maintain websites.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

**Level 5**
In addition to the above: -
• Relevant degree or an equivalent level of knowledge gained through any other combination of training and/or experience.
• Experience monitoring expenditure and developing budgets tracking tools.

**PROGRESSION STATEMENT**

The incumbent will normally be expected to have reached the top step of level 4 prior to progression to level 5. Criteria for progression to level 5 will be based on satisfactory performance of all duties and accountabilities at level 4 and a demonstrated capacity to take on the duties and accountabilities of the position at level 5.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.