THE UNIVERSITY OF NEW SOUTH WALES
THE KIRBY INSTITUTE FOR INFESTION AND IMMUNITY IN SOCIETY
PROGRAM COORDINATOR
POSITION DESCRIPTION

JOB PURPOSE

The position holder is responsible to the Head of the HIV Epidemiology and Prevention Program for the effective management of projects and administrative support within the Program. This includes the provision of high level coordination and supervision of all HIV Epidemiology and Prevention activities and all developments involving HIV Epidemiology and Prevention.

MAIN DUTIES

Level 5

- Provide first point of contact for the Head of the HIV Epidemiology and Prevention Program's office.
- Coordinate systems and procedures for effective and efficient workflow within the HIV Epidemiology and Prevention Program, based upon an extensive understanding of existing policy and procedures of UNSW and the Kirby Institute.
- Provide authoritative advice to staff in the HIV Epidemiology and Prevention Program regarding the policies and procedure of the Kirby Institute.
- Liaison with other staff 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 Operations Unit of the Kirby Institute, regarding issues such as work plans, space management, and access to common infrastructure resources, including information systems.
- Assist in the efficient planning and operation of meetings and teleconferences, including world-wide scheduling, 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 when needed.
- Using Microsoft Word, PowerPoint and Excel, prepare scientific papers, protocols, submissions, reports, ethics and grant applications and non-routine correspondence from written material, and draft routine correspondence. This can include gathering information from various sources.
- Arrange travel, accommodation, and conference registration for the Head and senior staff of the HIV Epidemiology and Prevention Program.
- Coordinate monthly reports on the HIV Epidemiology and Prevention Program’s activities for the Kirby Institute newsletter.
- Monitor and report on the HIV Epidemiology and Prevention Program’s core and project incomes and expenditure, including credit card reconciliations.
- Maintain registers of the Head of the HIV Epidemiology and Prevention Program’s activities in relation to funding, committees, postgraduate research students supervised, publications, presentations, consultancies and teaching, and curriculum vitae;
- Coordination and day-to-day management of ethical and granting body requirements for research projects, including liaising with external collaborators throughout Australia and internationally.
- Other duties as requested by the Head of the HIV Epidemiology and Prevention Program.
• 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 6
In addition to the above:

• Provide a leadership role in the development of project planning within the HIV Epidemiology and Prevention Program, including the development of work plans and new business process methodologies.
• Oversee production of publications for the HIV Epidemiology and Prevention Program including newsletters, web publications and annual reports. This will include: layout, writing lead-in material, collection and collation of information, and editing.
• Manage and coordinate special meetings and conferences, as well as site visits from international delegations in consultation with the head of the HIV Epidemiology and Prevention Program.
• Supervise administrative staff and contractors.

ENVIRONMENT
This position will be located at the Kirby Institute for infection and immunity in society. 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. It works in collaboration with other research institutions throughout Australia. The Institute is part of the Faculty of Medicine at the University of New South Wales and supported by the Australian Government Department of Health and Ageing.

The Institute is located at campuses in Darlinghurst and Coogee. The HIV Epidemiology and Prevention Program is based at the CFI Building, corner of West and Boundary Streets, Darlinghurst. It is planned that all of the Kirby Institute Programs will relocate to new premises on the University of New South Wales main campus in Kensington in 2014.

Description of the HIV Epidemiology and Prevention Program (HEPP)

The HIV Epidemiology and Prevention Program (HEPP) conducts research into the transmission and prevention of HIV and sexually transmissible infections (STIs), and on the natural history of HIV. Our work is multidisciplinary and collaborative. We work in partnership with communities most affected by HIV, particularly the gay community and those people living with HIV. We work across the spectrum of biomedical, behavioural and structural prevention, because effective HIV prevention acknowledges the complexities of everyday life for at-risk communities. Our work includes behavioural risk surveillance, studies of risk behaviour, and studies of use of biomedical preventive interventions. Researchers in HEPP conduct a range of work on the intersection of infection, immunity and cancer to inform our knowledge of how we might prevent cancer in people with HIV. A particular focus is the prevention of anal cancer in gay men.

Reporting Relationships

Supervisor's title: Head of the HIV Epidemiology and Prevention Program.
Other positions reporting to the supervisor: nil
Positions reporting to this position: nil
Other relationships: Other staff within the HIV Epidemiology and Prevention Program and other administrative/support staff within the Kirby Institute and University.

PRINCIPAL ACCOUNTABILITIES
Level 5

- Ensure the provision of efficient high level and effective assistance and administrative support to the Head and senior staff of the HIV Epidemiology and Prevention Program.
- Communicate effectively at all levels within the Institute and when dealing with external government and non-government agencies, hospitals, researchers, commercial clients of the Institute and the media at a national and international level.
- Provide a helpful and congenial environment to all those associated with the Program and Institute directly or indirectly and to provide informative and timely advice as the need arises.
- Ensure confidentiality is maintained regarding activities of the HIV Epidemiology and Prevention Program and that systems are in place to ensure this.
- Liaise with the administrative team regarding policy and budgetary information and contribute to the development of local operating policy and procedures

Level 6
In addition to the above:

- Ensure that project management and provision of administrative support to the Head and senior staff of the HIV Epidemiology and Prevention Program is performed in an effective and efficient manner.
- Provide policy advice and contribute to the development of local operating policy and procedures

SELECTION CRITERIA
Level 5

- Relevant degree or an equivalent level of knowledge gained through any other combination of training and/or experience
- Excellent oral and written communication skills
- Ability to exercise initiative and judgment
- Demonstrated interpersonal skills and an ability to influence at a number of levels
- Capacity to understand and implement policies
- High level computer skills with proficiency with Microsoft Office (Word, Excel, Outlook and PowerPoint)
- An understanding of basic budgeting principles and some experience in this area
- Experience working at a similar position in an academic, medical or research environment
- Ability to work independently and initiate and prioritise own workload
- Ability to maintain confidentiality
- Familiarity with HIV/AIDS or sexual health issues
- Ability to implement equity and diversity policies and programs
- Knowledge of equal opportunity principles
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training
Level 6
In addition to the above:

- A degree with substantial experience in a similar role or an equivalent level of knowledge gained through a combination of education, training and/or experience
- Experience working at a similar position in an academic, medical or research environment
- Proven project management skills
- Experience in the supervision of staff

PROGRESSION STATEMENT

Progression to Level 6 requires assessment and authorisation by the incumbent's supervisor and senior manager. It is expected that the incumbent will have reached the top step of Level 5 before consideration for progression to Level 6. The progression assessment will be based on evidence that the majority of duties and accountabilities to be required of the incumbent are consistent with Level 6.