

POSITION DESCRIPTION

POSITION TITLE:	Project Assistant – Hepatitis B Program
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Program Manager – Hep B
CLASSIFICATION LEVEL:	GSL 4
SALARY RANGE:	\$61,428 - \$64,729 pro rata
STATUS (FTE):	Part Time 0.5 FTE (minimum)
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

ABOUT MENZIES:

Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement. Menzies works at the frontline, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

SUMMARY OF POSITION:

The Hepatitis B Program is working on a number of different projects within the Northern Territory that are aiming to address the National Hepatitis B strategy. Under the direction of the Hep B Program Manager this role will assist with the successful delivery of several projects within the Hep B program. The Project Assistant will liaise with project team members and site coordinators where applicable, in the ongoing management of projects.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply

PRIMARY RESPONSIBILITIES:

1. To provide project management support including assistance in the preparation of annual reports, ethics applications, expenditure reports and project promotional material.
2. To provide administrative support e.g. organising meetings, agendas and minutes.
3. To maintain office and administrative systems and processes, including records and file management that enable the accurate tracking of correspondence and project documentation.
4. Make travel and accommodation arrangements for the Hep B program staff.
5. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. A combination of relevant experience and/or education/training
2. Proven experience in an administrative role (including organising meetings, preparation of reports and management of information).
3. Demonstrated ability to communicate effectively both oral and written, including the ability to prepare correspondence in accordance with required formats and maintain confidentiality.
4. High level computer literacy including expertise in Microsoft Office suite of applications and a demonstrated ability to quickly acquire skills in new software packages.
5. The ability to interact effectively with people from diverse cultures.
6. Demonstrated capacity to work independently with minimal supervision and an ability to prioritise workloads.
7. Flexibility, adaptability and the ability to learn new skills where required.
8. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Desirable:

1. Knowledge and understanding of Aboriginal and Torres Strait Islander health.
2. Experience in a health research or health service environment.

Approved by: Menzies Human Resources

Date: 25th July 2018

GSL 4

PACKAGE COMPONENT	Minimum Value GSL 4/1 (\$)	Maximum Value GSL 4/3 (\$)
Gross Salary (position advertised as General Staff Level 4)	61,428	64,729
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	8,600	9,062
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,844	9,765
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,236	1,303
Total Salary Package	81,109	84,859