

POSITION DESCRIPTION

POSITION TITLE:	Executive Assistant
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	NT & FNQ DIP Partnership – Top End Coordinator
CLASSIFICATION LEVEL:	GSL 5 - 6
SALARY RANGE:	\$66,118 - \$81,126pa pro rata
STATUS (FTE):	0.5 – 0.6 FTE
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 NT & FNQ Diabetes in Pregnancy (DIP) Partnership is a NHMRC funded collaborative partnership between health service providers, clinicians, health policy makers and researchers in the Northern Territory and Far North Queensland to investigate and improve the health of women in the NT and FNQ with diabetes in pregnancy and their babies. The partnership activities focus on translating evidence into practice through a diabetes in pregnancy clinical register and implementing models of care improvements for women with diabetes in pregnancy so that health outcomes for this group can be monitored and improved. The DIP Partnership takes a life course approach to diabetes prevention and improved health outcomes for Aboriginal people and communities.

The successful candidate will provide a broad range of administration and support services to the Principal Research Fellow / Program Leader as well as across the NT and FNQ DIP Partnership, and related diabetes programs generally.

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

PRIMARY RESPONSIBILITIES:

1. Maintenance of stakeholder relationships
2. Preparation and distribution of reporting across the Program
 - to DIP project investigators
 - to Aboriginal community controlled health services and organisations
 - to all Health Services and stakeholders
 - to others as may be required.
3. Preparation and distribution of regular electronic newsletters and mail-outs.
4. Contribution to the development and implementation of a Communication plan, including assistance with events coordination.
5. Timely update of Principal Research Fellow's "bio" and CV, and recording of all publications, presentations, conferences attended, and notable outputs for the Program.
6. Assistance to Principal Research Fellow / Program Leader with document review and preparation.

7. Assistance with timely preparation of Ethics approvals requests and amendments, and the associated record-keeping, filing and references.
8. Organise meetings and teleconferences including timely distribution of meeting paperwork.
9. Take concise and accurate minutes for meetings, including management groups of projects within the Program, and ensure their review and approval for timely distribution.
10. Coordination and maintenance of various stakeholder contact lists within the Program.
11. Assistance with travel bookings and associated matters where required.
12. Assistance to Principal Research Fellow / Program Leader with diary management where required.
13. General administrative assistance and support across the Program under the direction of the Coordinator or Principal Research Fellow / Program Leader, including to research students associated with the Program and/or the Principal Research Fellow / Program Leader.
14. Any other tasks as reasonably required by the Coordinator or Principal Research Fellow / Program Leader.

SELECTION CRITERIA:

Essential:

1. Awareness and understanding of the factors influencing contemporary life of Aboriginal and Torres Strait Islander people.
2. A combination of relevant experience and/or education/training including experience working in a health, human services or research environment.
3. High level administrative and organisational skills.
4. Demonstrated ability to manage workload and consistently meet deadlines.
5. Demonstrated attention to detail and accuracy in work outputs including form and content.
6. Demonstrated communication skills and capacity to engage effectively with people from diverse cultures.
7. Strong computer skills using Microsoft suite (including Outlook, Word, Excel and Access), plus experience using &/or demonstrated capacity to quickly develop competence and expertise with new software programs (such as MailChimp).
8. Demonstrated reliability and punctuality.
9. 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.

Approved by: Menzies Human Resources

Date: 06.09.2018

<u>GSL 5/6</u>		
PACKAGE COMPONENT	Minimum Value GSL 5/1 (\$)	Maximum Value GSL 6/4 (\$)
Gross Salary (position advertised accross General Staff Level's 5 & 6)	66,118	81,126
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	9,257	11,358
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))	1,331	1,633
Total Salary Package	86,550	103,881