

POSITION DESCRIPTION

POSITION TITLE:	Corporate Project and Administrative Officer
DIVISION / SECTION:	Corporate Services
SUPERVISOR:	Human Resources and Operations Manager
CLASSIFICATION LEVEL:	GSL 5
SALARY RANGE:	\$69,351 - \$75,095
STATUS (FTE):	1.0
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 Corporate Project and Administrative Officer is part of Menzies' Corporate Services division. Corporate Services includes Human Resources, Finance, Legal, Marketing, Communications, Operations and Research Administration. The Corporate Project and Administrative Officer will work across the division providing administrative support to corporate areas. This position will also be allocated specific projects across Menzies with a particular focus on automation and process improvements using technology.

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

PRIMARY RESPONSIBILITIES:

Under the direction of the Human Resources and Operations Manager this role is responsible for the provision of corporate project and administrative support. This includes but is not limited to:

1. Completing Corporate Services projects thoroughly and effectively, e.g. implementation of new processes, Information Technology projects, audits and other ad-hoc projects.
2. Undertaking receptionist duties during times of absence.
3. Managing a broad range of office and administrative activities including updating intranet pages, oversight and management of outlook booking system etc.
4. Purchasing of stationary, consumables, IT and other Menzies supplies.
5. Assisting across Corporate Services in times of high workloads.
6. Maintaining filing systems and relevant databases.
7. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Completion of a degree or a combination of relevant experience and education/training.
2. Demonstrated high level interpersonal and liaison skills including the ability to liaise and interact effectively with people from a diverse range of educational and cultural backgrounds.
3. Proven organisational skills and the ability to effectively manage and prioritise workloads along with an ability to work under pressure, meet tight deadlines and deal with frequent interruptions.
4. Demonstrated ability to communicate effectively, including an ability to prepare correspondence in accordance with required formats, maintain confidentiality, negotiate effectively and discern sensitive matters.
5. Excellent computing skills, including the Microsoft Office suite.
6. Ability to problem solve, analyze information and propose solutions.
7. Flexibility, adaptability and a positive 'can-do' attitude.
8. Initiative, sound judgment, attention to detail and the ability to complete tasks with minimal supervision.
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.

Desirable:

1. NT Driver's license.
2. Knowledge and understanding of Aboriginal and Torres Strait Islander health or experience in a health research or health service environment.

<u>GSL 5</u>		
PACKAGE COMPONENT	Minimum Value GSL 5/1 (\$)	Maximum Value GSL 5/4 (\$)
Gross Salary (position advertised as General Staff Level 5)	69,351	75,095
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	9,709	10,513
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,765
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,396	1,511
Total Salary Package	90,221	96,885