

POSITION DESCRIPTION

POSITION TITLE:	Administrative Support Officer
DIVISION / SECTION:	Education and Training
SUPERVISOR:	Manager, Education & Training
CLASSIFICATION LEVEL:	GSL 5
SALARY RANGE:	\$69,351 - \$75,095 (pro rata)
STATUS (FTE):	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 role will provide administrative assistance to the Menzies Higher Degree Administrative Officer, and Menzies Higher Degree by Research (HDR) candidates and supervisors.

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

PRIMARY RESPONSIBILITIES:

1. Provide administrative assistance to Menzies HDR candidates, including but not limited to: assisting with the admission of candidates; helping to ensure that administrative deadlines are met, helping to develop and maintain spreadsheets tracking the status and progress of candidates, and maintaining online files, tracking candidate progress from enrolment through to completion.
2. Assist with organizing events (candidates' oral presentations, student and supervisor training, workshops and inductions), including booking venues as appropriate and facilitating online meetings.
3. Assist with day-to-day department office management and support, including (but not limited to) assisting students, supervisors and other internal stakeholders, organising meetings and answering telephone inquiries.
4. Organising and maintaining electronic record management systems, under the direction of the Higher Degree Administrative officer.
5. Assist with the adherence to and communication of, policies and procedures under the direction of the Higher Degree Administrative Officer.
6. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Completion of formal qualifications in Business; equivalent to a Diploma in Business Administration.
2. Minimum two years' experience in an administrative capacity.

3. The ability to interact effectively with people from diverse cultures.
4. Demonstrated high level of interpersonal, problem solving and organisational skills with high levels of initiative, the ability to prioritize workload and meet deadlines.
5. Proven ability to apply, interpret and communicate policies and procedures.
6. Demonstrated ability to maintain confidentiality.
7. Proven high level of computer literacy including proficiency in Microsoft Office and Excel and the ability to set up, utilise and maintain data bases.
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. An understanding of the culture of tertiary institutions and Higher Education procedures.
 2. Familiarity with health research terminology.
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Approved by: Menzies Human Resources

Date: 17.06.2019

<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