

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>	<b>Position Title:</b>	ADMIN OFFICER Children's Diabetes Centre		
<b>RFA:</b>	Diabetes Research Group	<b>Research Group:</b>	Children's Diabetes Centre	
<b>Position reports to: (role)</b>	Senior Program Manager, Children's Diabetes Centre			
<b>Location:</b> <i>include all possible locations</i>	CCRF Building, Princess Margaret Hospital (moving to Perth Children's Hospital in June 2018)			
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
<p>The purpose of this role is to provide effective administration support to the Co-Directors of the Children's Diabetes Centre, as well as the Centre's Management Team and researchers. The position will provide support with account management of study budgets including invoicing, payment processing etc. It will also support the work of the Children's Diabetes Centre to enable smooth functioning and achievement of goals within time constraints.</p>				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<b>Administrative support to Directors</b>	30%	<ul style="list-style-type: none"> <li>• Assist and manage the Directors with workflow through; <ul style="list-style-type: none"> <li>• Diary management including organising appointments, meetings, attendance at conferences and seminars</li> <li>• Monitor and respond to emails</li> </ul> </li> <li>• Managing travel arrangements; <ul style="list-style-type: none"> <li>• Booking travel and processing expenses</li> <li>• Renew membership subscriptions to professional societies and journals</li> </ul> </li> <li>• Correspondence; <ul style="list-style-type: none"> <li>• Managing and prioritising incoming correspondence, through logging of and replying to all correspondence</li> </ul> </li> </ul>	-Provide effective support to assist and manage the workload of the Directors through diary management and correspondence (written, phone calls etc)  -Ensure cost effective and streamlined travel management  -Effective management of correspondence	-Timeliness of response to calls, email requests, documentation etc  -Positive feedback  -Accuracy  -Reliability  -Cost effectiveness of travel related bookings
<b>Administrative support to Centre</b>	50%	<ul style="list-style-type: none"> <li>• Provide administration support to all assigned researchers, and professional staff, including but not limited to: <ol style="list-style-type: none"> <li>a) Grant administration support</li> <li>b) Support with formatting and submission of manuscripts/publications</li> <li>c) Administrative support, including preparation of documents, presentations, spread sheets</li> <li>d) Organising group travel, accommodation and conference registrations</li> <li>e) Seminar and event management support</li> <li>f) Secretariat support if required</li> <li>g) Provide assistance with updating CV's (eg RGMS)</li> </ol> </li> <li>• Document management including; <ul style="list-style-type: none"> <li>• Preparing relevant documentation including the formatting/typing of correspondence, submissions, agenda's and presentations.</li> <li>• Manage and organise meetings – including preparing documentation and minute taking</li> <li>• Drafting, researching and formatting of reports, updating CVs</li> <li>• Maintaining schedules and databases of team applications and achievements. ie publications, grants awarded</li> </ul> </li> </ul>	-Provision of documentation which meets Institute standards  -Efficient and effective meeting management  -Administration support provided to researchers and research teams.  -Improved efficiency in operation of research teams due to administrative support	-Timeliness  -Accuracy of information  -Positive feedback

Accounts and Purchasing	20%	<ul style="list-style-type: none"> <li>• Liaise with Research Manager to develop, review and manage all study budgets</li> <li>• Ensure that all invoices and payments are processed efficiently.</li> <li>• Provide an overview of finances and/or finance reports as required to the Directors &amp; Research Manager, TKI Director of Finance and WA Health Department</li> <li>• Ensure maintenance of electronic and hard copy of the groups finance filing systems</li> <li>• Bulk purchasing</li> </ul>	-Provision of administration support to assist CPM to manage study budgets within guidelines	<ul style="list-style-type: none"> <li>-Ease of access</li> <li>-No. of errors</li> <li>-Feedback</li> <li>-Data integrity</li> <li>-Filing system easy to use and always up to date</li> </ul>
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### ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

- Year 12 or equivalent

**Skills, Knowledge & Experience:**

- Minimum five years' experience in an office administration position
- Demonstrated experience with travel management and events management
- Sound experience providing support with department budgets
- Excellent organisational skills
- Ability to work independently and to set priorities
- Ability to multitask and support team requests
- Excellent telephone manner
- Self-motivated, flexible and friendly
- Demonstrated good oral and written communication skills
- Sound experience with Microsoft suite of applications and online application
- High level of attention to detail

### DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

**Skills, Knowledge & Experience:**

- Previous experience working in Clinical Research environment
- Previous experience providing grants administration support
- Experience with diagramming and graphics applications such as Visio

### SCOPE:

**Financial accountability:** Does this role have accountability for a budget?

- No

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

None

No. of indirect reports

None

**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

Directors  
Children's Diabetes  
Centre

Immediate level of supervision

Senior Program  
Manager

Other roles reporting to immediate supervisor

Clinical Research  
Coordinator

Research Manager

Admin Officer (this  
position)

Project Manager

Communications  
Officer

Biostatistician

Direct reports  
(role x no.)

**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?