

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	PERSONAL ASSISTANT/ADMINISTRATIVE ASSISTANT		
RFA:	Chronic Diseases of Childhood	Research Group:	Children's Diabetes Centre	
Position reports to: (role)	Co-Directors			
Location: <i>include all possible locations</i>	Children's Clinical Research Facility, Princess Margaret Hospital			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
The purpose of this role is to provide effective personal administration support to the Co-Directors of the Children's Diabetes Centre. The position also supports the work of the Research Team to enable smooth functioning and achievement of goals within time constraints.				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

<p>Administration</p>	<p>50%</p>	<ul style="list-style-type: none"> ➤ Assist and manage the Co-Directors' workflow through: <ul style="list-style-type: none"> • Diary management including organising appointments, meetings, attendance at conferences and seminars • Monitor and respond to emails • Manage and organise meetings – including preparing documentation and minute taking ➤ Managing travel arrangements; <ul style="list-style-type: none"> • Booking travel and processing expenses ➤ Document management including; <ul style="list-style-type: none"> • Preparing relevant documentation including the formatting/typing of correspondence, submissions, agenda's and presentations. • Drafting, researching and formatting of reports, • Updating CVs including use of publication databases • Maintaining schedules and databases of team applications and achievements. ie publications, grants awarded ➤ Correspondence; <ul style="list-style-type: none"> • Managing and prioritising incoming correspondence, through logging of and replying to all correspondence ➤ Event Management; <ul style="list-style-type: none"> • Organising team events including workshops and staff functions including all aspects such as venue sourcing, bookings, agenda planning and travel arrangements for national and international guests. 	<p>-Provide effective support to assist and manage the workload of the Co-Directors' through diary management and correspondence (written, phone calls etc)</p> <p>-Ensure cost effective and streamlined travel management</p> <p>-Provision of documentation which meets Institute standards</p> <p>-Efficient and effective meeting management</p> <p>-Effective management of correspondence</p>	<p>-Timeliness of response to calls, email requests, documentation etc</p> <p>-Positive feedback</p> <p>-Accuracy</p> <p>-Reliability</p> <p>-Cost effectiveness of travel related bookings</p>
<p>Accounts</p>	<p>30%</p>	<ul style="list-style-type: none"> ➤ Ensure that all invoices and payments are processed efficiently including following up with various department accountants and business managers to ensure invoices are actioned within a reasonable timeframe. ➤ Ensure maintenance of electronic and hard copy of the groups finance filing systems 	<p>-Provision of administration support to assist the Research Manager to manage study budgets within guidelines</p>	<p>-Ease of access</p> <p>-No. of errors</p> <p>-Feedback</p> <p>-Data integrity</p> <p>-Filing system easy to use and always up to date</p>

Team Support	20%	<ul style="list-style-type: none"> ➤ Provide support to the Research Manager for document management including the formatting/typing of correspondence, submissions, agenda's and presentations, manage and organise meetings, assist with the drafting and distribution of reports. ➤ Coordinate submission process for grants and funding opportunities from national and international institutions and funding bodies, and post-award activities such as progress and financial reporting ➤ Assist the research team with administrative activities as required ➤ Managing office requirements including printers, petty cash, stationary, study archiving. 	-Effective department administration	<ul style="list-style-type: none"> -Timeliness -Accuracy of information -Positive feedback
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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:

- Minimum two years working as a Personal Assistant
- Previous experience working in Medical Research
- Previous experience providing grants administration support

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

Director

Immediate level of supervision

Co-Directors,
Children's
Diabetes Centre

Other roles reporting to immediate supervisor

Research
Manager

**Personal Assistant /
Administrative
Assistant**

Clinical
Research
Associate

Clinical
Research
Coordinator

Direct reports
(role x no.)

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

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