

# 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>	<b>ADMINISTRATION OFFICER</b>		
<b>Division:</b>	Professional Services	<b>Department:</b>	Corporate Governance	
<b>Position reports to: (role)</b>	Head Corporate Governance and Strategy; Company Secretary			
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco			
<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>				
The purpose of the role is to provide effective and efficient administration support to the Institute Leadership Team (ILT), designated researchers and research teams within the Institute and to support specifically assigned Institute functions.				
<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>Administration support for Researchers and Research Teams</b>	60%	<ul style="list-style-type: none"> <li>• Provide administration support to all assigned researchers, students and professional staff, including but not limited to:             <ul 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 travel, accommodation and conference registrations</li> <li>e) Support students with thesis and scholarship submissions</li> <li>f) Seminar and event management support</li> <li>g) Purchasing and procurement</li> <li>h) Provide assistance with updating CV's and maintenance of databases eg RGMS, Endnote</li> <li>i) Mail collection and distribution</li> <li>j) Courier shipments</li> </ul> </li> <li>• Reception coverage as required</li> </ul>	<p>Administration support provided to researchers and research teams.</p> <p>Improved efficiency in operation of research teams due to administrative support.</p>	<p>Feedback from researchers and teams.</p>
<b>Support broader Institute functioning</b>	20%	<ul style="list-style-type: none"> <li>• Specific projects and roles to be identified and delegated.</li> <li>• This may include secretariat roles for the Institute Committees</li> <li>• Inductions and on boarding</li> </ul>	<p>Administrative support for Institute wide functions.</p>	<p>Feedback from relevant stakeholders.</p>
<b>Provide administration support for the Institute Leadership Team</b>	20%	<ul style="list-style-type: none"> <li>• Diary management as delegated.</li> <li>• Other duties as directed by ILT member.</li> </ul>	<p>Administration support provided to ILT members.</p>	<p>Feedback from ILT members.</p>

**ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:**

<p><b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> <li>• Year 12 or equivalent</li> </ul>		
<p><b>Skills, Knowledge &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Minimum five years' experience in an office administration or similar position</li> <li>• Demonstrated experience with travel management</li> <li>• Sound experience providing support with budgets</li> <li>• Excellent organisational skills</li> <li>• Ability to work independently and to set priorities</li> <li>• Ability to work in a team</li> <li>• Excellent interpersonal skills and telephone manner</li> <li>• Self-motivated, flexible and friendly</li> <li>• Demonstrated good oral and written communication skills</li> <li>• Sound experience with Microsoft suite of applications</li> <li>• High level of attention to detail</li> </ul>		
<p><b>DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:</b></p>			
<p><b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role</p>			
<p><b>Skills, Knowledge &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Minimum two years working as an Administration Officer</li> <li>• Previous experience working in a Medical Research or research environment</li> <li>• Experience of reference management (eg Endnote)</li> <li>• Previous experience providing grants administration support (eg RGMS)</li> </ul>		
<p><b>SCOPE:</b></p>			
<p><b>Financial accountability:</b> Does this role have accountability for a budget?</p>			
<ul style="list-style-type: none"> <li>• No</li> </ul>			
<p><b>People responsibility:</b> Does this role have any direct reports or indirect reports (through direct reports)?</p>			
<p>No. of direct reports</p>	<p>0</p>	<p>No. of indirect reports</p>	<p>0</p>
<p><b>ORGANISATIONAL CHART:</b> (please complete using position titles or insert diagram below)</p>			

Next level of supervision

Executive Director

Immediate level of supervision

Head Corporate Governance and Strategy; Company Secretary

Other roles reporting to immediate supervisor

	Manager Corporate Governance	Administration Officer 0.6 FTE (Job Share)	Executive Assistant to Executive Director	Administration Officers	
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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?

This role is a job share. Days worked are Monday, Tuesday, Wednesday  
Contract is initially for 12 months.