

## POSITION DESCRIPTION:

### SECTION A: Position Context

Position Title	Executive Assistant to Deputy Director (People) / Administration Officer
Position Number	
Classification	Level 5 / Level 6
Location	85 Commercial Road Melbourne
Effective Date	January 2019

### Purpose:

The primary purpose of the Executive Assistant / Administration Officer role is to provide the highest level of administrative support to senior staff and Deputy Director (People). This includes assistance in meeting day-to-day objectives through efficient diary management, travel planning, dissemination of information, record keeping and general administrative duties.

The incumbent will also provide general administrative support for the broader institute along with other members of the Administration Services team.

The Executive Assistant / Administration Officer is required to develop and maintain effective working relationships across the Institute as well as with external stakeholders.

### Supervision Reporting Relationships:

<u>This</u> positions' supervisor/manager	Administration Manager
Other positions reporting to <u>this</u> position	N/A

### SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	<p><b>Executive Assistant to Deputy Director (People)</b></p> <ul style="list-style-type: none"> <li>• Provide highly effective administrative, communications and logistical support to Deputy Director (People) and the working group.</li> <li>• Scheduling meetings (agenda preparation and taking minutes) and events</li> <li>• Creating, managing, and formatting documents</li> <li>• Travel &amp; visa assistance</li> <li>• Conference registrations</li> <li>• Diary management</li> <li>• CV maintenance</li> <li>• Coordination of data for bi-monthly newsletter for Healthy Mothers Healthy Babies (HMHB) program</li> <li>• Cover the role of EA to the Director as required</li> </ul>
2.	<p><b>General administration support as part of the admin pool</b></p> <ul style="list-style-type: none"> <li>• Scheduling and coordinating meetings (agenda preparation and taking minutes), seminars and events</li> <li>• Action Starter/Leaver requests</li> <li>• Creating, managing, and formatting documents</li> <li>• Travel assistance, conference registrations</li> <li>• Zoom bookings</li> <li>• Coordinating Life Sciences contribution for Burnet Annual Report</li> <li>• Maintaining student database and share drive</li> </ul>

Key Responsibility Areas	
	<ul style="list-style-type: none"> <li>Administrative support for student / education tasks and events as required</li> <li>Prepare seminar electronic Direct Mail (eDM) as required</li> <li>Update information on the intranet (The Hub) as required</li> <li>Reception cover as rostered and required</li> </ul>
3.	<b>Occupational Health &amp; Safety</b> Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees
4.	<b>Training</b> Responsible for completing all required training in line with the position / role.

## Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

## SECTION C: Key Selection Criteria

Experience / Knowledge / Attributes	Essential/ Preferable
Experience as an Executive Assistant or senior administration officer role	Essential
Strong administrative and organisational skills and an ability to prioritise tasks in a busy environment with competing priorities	Essential
Ability to be flexible, adaptable and incorporate change within the working environment	Essential
Ability to adhere to strict deadlines and strong attention to detail	Essential
Excellent written communication skills	Essential
Strong computer skills	Essential
Ability to problem solve	Essential
Good interpersonal skills	Essential
Experience in researching for new grant submissions and writing grant submissions	Preferable
Familiarity with key database software	Preferable
Familiarity with Content Management Systems for website maintenance	Preferable

## Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

## SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

### Further Information:

For further information, please contact Andrea Eakins.