



Position description

Position title:	Executive Assistant / Administration Officer
Employer:	Baker Heart and Diabetes Institute / University of Melbourne
Supervisor/Manager:	Head of the Baker Department of Cardiometabolic Health at the Medical School of the University of Melbourne and Deputy Director, Basic and Translational Science - Prof Karlheinz Peter
Date:	September 2021

Background

Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility focused on cardiovascular disease (including stroke and hypertension), diabetes and their complications, such as kidney disease. We have a long and distinguished history, spanning more than 90 years with our work critical to today's healthcare challenges.

The Baker Institute is well positioned to address these challenges, with multidisciplinary teams comprising medical specialists, scientists and public health experts all focused on translating laboratory findings into new approaches to prevention, treatment and care.

Headquartered in Melbourne, with research teams based in Alice Springs, we are a key player in research, translation, education, advocacy and health promotion with a staff of more than 450 (including scientists, clinicians and students). Our senior staff represent us on a broad range of government advisory boards, from health and wellbeing to science and innovation. We also collaborate with leading international research groups as part of our commitment to assisting vulnerable communities around the world.

Funded through a diverse range of sources including competitive grants, Federal and State Governments, service and clinical income and philanthropic support, we also have commercial subsidiaries that include the early phase trials facility, Nucleus Network.

The **Baker Department of Cardiometabolic Health at the University of Melbourne** is an exciting new collaboration between the Melbourne Medical School and the Baker Heart and Diabetes Institute. This initiative will leverage both organisations' strengths in cardiometabolic capabilities. This Department is focusing on research and innovation to improve the lives of people with, or at risk of, cardiovascular disease (CVD), obesity and diabetes. This work includes:

- Identifying mechanisms of disease and developing novel diagnostics and therapeutics
- Using big data and new technologies, such as genomics, single cell sequencing, proteomics, metabolomics and proteomics to transform prevention, diagnosis and disease management
- Representing the whole range of cardiometabolic health research, from basic research to clinical translation as well as prevention and clinical service delivery

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Work place / office

The Head of Department office is coordinating the collaboration between the Melbourne Medical School and the Baker Heart and Diabetes Institute. This includes a broad scope of administrative tasks involving student, post-doc, staff and honorary appointments, seed funding and collaborative research initiatives. Working closely together with the major stakeholders such as various Departments of the University, Baker Institute, and various hospitals is a central role of the office.

The Deputy Director Office's (Basic and Translational Science) is part of the Baker Institute's Executive and is involved in recruitment of scientists and research strategy development. It is also responsible for the coordination of research initiatives from Baker scientists and supporting collaborations with external scientists as well as national and international research organisations.

The Baker Institute and the Baker Department of Cardiometabolic Health at the University of Melbourne is a unique environment incorporating a continuum of research that extends from basic science conducted at the bench-top through to human clinical trials; the patient interface at our healthy hearts and diabetes clinics; and our interventional cardiology work in the hospital setting. Staffing includes clinical administrative staff, clinicians, research support staff and researchers, along with higher degree research students.

The specific research area of the Head of Department / Deputy Director covers basic and translational research in atherosclerosis, thrombosis, inflammation, and heart attacks as well as their diagnosis/prevention and treatment.

Key job requirements, responsibilities and duties

This position provides administrative assistance across the Baker Institute and the University of Melbourne Department of Cardiometabolic Health

The Executive Assistant / Administration Officer is responsible for providing high-quality administrative support (1 FTE) to the Head of the Baker Department of Cardiometabolic Health at University of Melbourne and the Deputy Director of the Baker Heart and Diabetes Institute.

This role provides outstanding administrative and executive support to the Head of Department / Deputy Director, ensuring a smooth and effective workflow of the office across a wide range of clinical, research and departmental responsibilities and commitments.

This multi-faceted and challenging role involves diverse duties and will require excellent interpersonal communication, organisational and time management skills. Working in a fast-paced environment, the incumbent will use their comprehensive organisational skills and initiative to organise and coordinate the activities of the Head of Department / Deputy Director in his extensive multifaceted duties and interactions with the University, Hospitals and the Baker Heart and Diabetes Institute and other national and international bodies. The nature, diversity and scope of responsibility require the frequent use of discretion, initiative, and independent judgement.

The incumbent is required to display a high level of confidentiality and discretion, independent judgment and professionalism whilst regularly interacting with internal and external stakeholders.

The Executive Assistant/ Administration Officer will undertake several concurrent tasks requiring excellent organisational, prioritisation and time management skills which are critical to this position.

We foster a values-based culture of innovation and creativity to enhance the research performance and to achieve excellence in teaching and research outcomes.

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We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

Key accountabilities of the role include but are not limited to:

- Editing and assisting with scientific and administrative documents, including researching and collating of materials in preparation for various reports, submissions, proposals, meetings and other projects.
- Provide administrative support for the successful completion of a range of projects including; arrange and co-ordinate meetings, seminars and conferences, develop and maintain project documentation, manage project schedules and monitor deadlines.
- E-mail triage, correspondence with stakeholders, diary management, and organising meetings and travel bookings
- Account keeping, credit card reconciliations, staff leave and new student processing
- Assistance with data entry and database maintenance
- Organising events such as conferences and seminars, including providing logistical and secretarial support
- Assistance with ethics applications, grant and manuscript submissions and grant administration
- Assistance with editing and producing scientific figures for reports and publications
- Providing and updating content and managing of webpages
- Assisting with staff and honorary appointments
- Assisting with diary management
- Managing relationships with key partners, monitoring deadlines and responding to enquiries from stakeholders
- Assisting with publications-related administration, surveys and newsletters, contributing to PowerPoint presentation material, and assisting with media events
- Assisting with travel arrangements

This role may be directed to perform other duties as from time to time and it is a condition of employment that this role complies with any such reasonable requirement.

Due to the nature of the role, flexibility in work hour arrangements may sometimes be required.

Meet statutory requirements

Maintain up to date and accurate knowledge in:

- OH&S legislation.

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- EEO legislation.
- Privacy legislation.
- Confidential Information Policy.
- Code of Conduct.
- Australian Code for the Responsible Conduct of Research.
- Intellectual Property Agreements.

Requirements of position holder

Education level

- Completion of a science or health-related degree or similar qualification; or
- Extensive experience in a related research administration position; or
- An equivalent combination of relevant experience and education/training.

Experience

- Experienced in preparing and editing documents, writing letters, preparing presentation material and documentation layout.

Knowledge

- Knowledge and understanding of health or scientific terminology is highly desirable.

Communication/interpersonal skills

- Excellent written communication and editing skills.
- A high level of interpersonal skills that enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to the Baker Institute.
- Demonstrated ability to participate positively in a team.

Computer skills

- Proven proficiency in the use of Microsoft Office applications, including Word, Excel and PowerPoint, and other related software.
- Experience with preparing diagrams and figures is desirable.
- Experience with web-based virtual meetings.

Attributes

- A self-motivated individual who is able to work independently, manage competing priorities and exercise good judgement in making decisions.
- Strong attention to detail is a prerequisite for work on scientific and executive documents.
- Excellent planning and organisational skills, including the ability to manage competing priorities.
- Ability to meet deadlines without compromising close attention to detail and accuracy.
- Willingness to take initiative and to improve and enhance existing systems and procedures.

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- Demonstrated ability to maintain confidentiality and comply with privacy requirements.
- Capable of managing stress and maintaining composure at all times.

Desirables

- Knowledge of University administration (preferably University of Melbourne)
- Content writing for web pages

Summary of position

This is a position for an Executive Assistant / Administration Officer for the provision of high-quality and experienced administrative support. This diverse and interesting role requires a self-motivated individual who is able to work independently and exercise good judgement.

As the role of the position might evolve to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position which the occupant will perform in perpetuity.

This position description is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of the Baker Institute's and the University of Melbourne's performance appraisal and development process.