

Executive Assistant / Administration Officer

- Melbourne location
- Full-time, 12 month appointment
- Not-for-profit salary packaging options available

About the Baker Institute

Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility. Our work extends from the laboratory to wide-scale community studies with a focus on diagnosis, prevention and treatment of diabetes and cardiovascular disease.

About the Role

The Executive Assistant / Administration Officer will be responsible for providing a range of high-level secretarial, administrative and operational support to the Head of the Baker Department of Cardiometabolic Health (*located at University of Melbourne*) and the Deputy Director of the Baker Heart and Diabetes Institute (*located at the Alfred Health campus*).

This multi-faceted role involves managing a diverse range of tasks in line with applicable policies and processes from both sites. It will require excellent interpersonal communication, and an ability to quickly learn and adapt to new systems across both the University of Melbourne and the Baker Heart and Diabetes Institute.

Key role responsibilities 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

Skills and Experience Required:

- Completion of a science / health-related degree or extensive experience in a related research administration position;
- Experience in preparing and editing documents, writing letters, preparing presentation material and documentation layout.
- Knowledge and understanding of health or scientific terminology is highly desirable.
- A high level of interpersonal skills to effectively liaise with a wide range of people at a variety of levels internal and external to the Baker Institute.
- Proven proficiency in the use of Microsoft Office applications, including Word, Excel and PowerPoint, and other related software.

- A self-motivated individual who is able to work independently, manage competing priorities and exercise good judgement in making decisions.
- 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.
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.
- Understanding of the University environment, processes and systems is desirable.
- Previous experience providing administrative / executive support services within a complex environment would be advantageous.

Benefits

Working at the Baker Institute offers flexibility, professional development, and the opportunity to contribute to a research centre of world renown. Benefits include generous salary packaging, an employee assistance program, and an active social club as well as modern offices and laboratories adjacent to the Alfred Hospital and walking distance to St Kilda Road, Chapel Street, and Fawkner Park. Remuneration will be commensurate with the successful candidate's qualifications and experience.

How to Apply

Applications should include a current resume with details of 2 professional referees quoting reference **(KHP02)**. To be eligible to apply for this position you must have an appropriate Australian or New Zealand work visa. For a position description or further information, please visit our website at: <https://www.baker.edu.au/career>.

The panel will be reviewing applications for shortlisting throughout the advertisement period so please apply without delay.

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).

Contact details

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Baker Heart and Diabetes Institute
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