

Position Description	
POSITION TITLE	Administration Assistant
CAREER STEP	Step 1 - Entry
JOB FAMILY	Professional
REPORTING RELATIONSHIP	Team Leader
TEAM	Research Support and Administration
EMPLOYMENT DURATION	1 year
TYPE OF EMPLOYMENT	Full time / 1 FTE, Fixed Term
DATE	March 2021

The George Institute for Global Health

'The George' is 700+ people globally focused on improving the health of millions of people. A medical research institute affiliated with leading universities and with projects in approximately 50 countries, we are challenging the status quo in healthcare to find the best ways to prevent and treat chronic disease and injury, and to influence policy and practice worldwide. Our innovative commercial enterprises help maximise our impact.

Just a sample of the things we're doing to have the greatest impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure.
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping.
- We've shown that simple text messaging can help prevent heart attack and stroke. Now, we're working with Google to roll this out globally to prevent chronic diseases affecting millions of people.
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day, potentially saving up to 125,000 lives a year.
- In rural India, we've shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we're looking at similar approaches to treating chronic diseases in Indonesia and China.
- Together with Aboriginal communities in NSW, Australia, we've developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations.
- We're developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally.
- And much more.

Context of the Role

The Research Support and Administration team works in collaboration with the Academic Project Operations team and the heads of academic programs to provide overall administrative and research services support.

The Role

The Administration Assistant will provide administration support across the Cardiometabolic cluster including Renal, Cardiovascular and Neurological and Mental Health programs of work, and the Respiratory Group.



Reporting Relationships

The Administration Assistant reports to the Research and Operations Coordinator within the Research Support and Administration team.

Duties and Key Responsibilities

- Manage incoming enquiries, emails and requests for information relating to the Program Heads, Research and Academic and Project Operations teams responding when appropriate
- Maintain effective time management and organisation of the work conducted by the Program Heads, Research and Academic and Project Operations teams
- Assist with the preparation of presentations, reports, grant applications and publications
- Maintain and update Program Heads curriculum vitae, list of publications and other academic contributions on program and portfolio management system
- Prepare, provide support and attend various meetings, as required by the Program heads, Research and Academic and Project Operations teams
- Undertake designated administrative duties, including travel arrangements, financial payments, budget monitoring and expense reimbursements
- Implement appropriate filing and other office procedures to facilitate highly organised and smoothly functioning teams
- Liaise with and build effective working relationships and provide high level customer service with staff and external clients
- Assist new starters integrating and inducting them into the organisation
- Work closely with other administrators across organisation providing weekly reception relief, as required
- Assist with the wider administration teamwork across the organisation to ensure smooth and effective workflow processes, task delegation, and ongoing achievement of identified tasks.

As a Team Member:

- Participate in special projects to improve processes, tools, systems and organisation;
- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy;
- Demonstrate commitment to The Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration and teamwork in all efforts.

Work, Health and Safety

- Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at the Institute;
- Promote and contribute to a safe, secure environment for staff and visitors.

Skills, Knowledge and Experience

Essential

- Relevant qualifications in business, administration and/or 5 years' experience in an administration role
- Demonstrated excellent time management and organisation skills
- Proficient in the use of the Microsoft Office suite, including Word, Excel, Outlook and SharePoint



- Demonstrated ability to work with business and commercially sensitive information and maintain confidentiality
- Demonstrated ability to work effectively in different interpersonal environments i.e. autonomously, in small teams and with a wide range of varying stakeholders
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments
- Ability to evaluate and recommend changes to existing processes and procedures for greater effect
- Demonstrated interpersonal skills with the proven ability to work across several teams and managing own workload.

Desirable

- Experience working in the fast-paced Australian medical or scientific research environment.