

**POSITION DESCRIPTION
Centre for Eye Research Australia**

*An independent medical research institute affiliated with the*

*University of Melbourne and the Royal Victorian Eye & Ear Hospital*

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| Executive Assistant – Chief Operating & Financial Officer |
| Position No | New |
| Classification | Not applicable  |
| Salary | $65,000 - $75,000 per annum (commensurate with experience) |
| Superannuation | Employer contribution of 9.5% |
| Employment Type | 4 days per week (0.8 FTE) – flexible work arrangements availableFixed term contract type: External FundingAvailable for 12 months |
| Other Benefits | Salary packaging available that can increase your take-home pay (FBT exempt) (for more information: www.smartsalary.com.au) |
| Current Occupant | Vacant  |
| reports to | Chief Operating and Financial Officer |
| How to Apply | Please visit [www.cera.org.au](http://www.cera.org.au) and apply via the “Study and Careers” page |
| contactFor enquiries only | CERA Human Resources t: +3 9929 8201 e: cera-hr@unimelb.edu.auPlease do not send your application to this contact unless requested |

For further information about the Centre for Eye Research Australia, visit [www.cera.org.au](http://www.cera.org.au)

# Background to the position

The Centre for Eye Research Australia’s (CERA) Chief Operating and Financial Officer (COO/CFO), ensures that the Board and Managing Director (MD) have access to high level professional support provided through the CERA Research Support team. The MD and COO/CFO work closely together. The Executive Assistant to the COO/CFO, in conjunction with the Executive Assistant to the MD, acts as the pivotal liaison point between these two senior positions and the wider organisation. These senior positions also acquit executive responsibilities for the University of Melbourne, Department of Surgery.

# Position summary

The position plays a key role in the effective day-to-day operations of CERA. The role has four key responsibilities:

* providing executive support for the COO/CFO
* secretarial support for the CERA Board and key committees
* coordination of all governance matters
* providing administrative assistance to the Head of Clinical Operations and Manager, Policy and Legal
* coordination of CERA’s general administration.

Approximately 60% of the position’s duties relate to the running of the COO/CFO; office and executive leadership administrative work; with 40% allocated to the Board, committees, governance and general administration.

This role is required to maintain good working relationships with colleagues and stakeholders from a broad range of backgrounds and to acquit day-to-day tasks promptly, efficiently and in a highly professional, confidential manner. The role requires flexibility, a strong eye for detail and a person who enjoys and is effective at multitasking in a busy environment.

It is essential that the role maintains an effective working relationship with the Executive Assistant to the MD as these roles are pivotal to ensuring effective communications and work flows between the offices of the COO/CFO and MD.

CERA and the discipline of Ophthalmology with the Department of Surgery at the University of Melbourne are both co-located at the Royal Victorian Eye and Ear Hospital, East Melbourne where this role is based.

# Selection Criteria

## ESSENTIAL

* 1. Completion of Year 12 with relevant post-secondary qualifications or equivalent experience.
	2. Relevant work experience in a similar role, ideally in a complex organisation.
	3. Excellent verbal and written communication skills. Ability to deal with people from diverse backgrounds including those speaking English as a second language and people with vision or hearing difficulties.
	4. A level of maturity and responsibility appropriate to dealing with a wide range of people, handling confidential information and managing key relationships.
	5. Strong organisation skills, including forward planning, managing multiple demands, tight deadlines and organising people and resources.
	6. Ability to show initiative, sound judgement and work independently.
	7. Advanced skills in using MS Office applications.
	8. Evidence of a superior work ethic and high standards.
	9. A team player with great people skills and a sense of humour.
	10. Capacity to learn new techniques and procedures efficiently and effectively.

## DESIRABLE

* 1. Knowledge of University of Melbourne policies, procedures and systems (especially Themis), would be very valuable.
	2. Prior experience in an academic or research environment would be highly regarded.
	3. Familiarity with medical terminology would be of advantage.

# Special Requirements

* 1. Occasional availability outside normal working hours for various events, functions and meetings (including Committee meetings).

# Key Responsibilities

## Support for the Chief Operating and Financial Officer and the Board of Directors

* 1. Maintain privacy and confidentiality of the COO/CFO office at all times.
	2. Diary administration: scheduling and coordination of appointments and work flows; prepare all relevant information / paperwork for meetings; undertake meeting follow-up as required/directed.
	3. Manage information flow; monitor in-coming calls, visitors, mail and email; action accordingly.
	4. Prepare standard correspondence for signature, and draft non-standard correspondence under guidance.
	5. Complete filing and retrieving of documentation, in hard copy and electronically.
	6. Liaise with the Finance and Research Offices for the preparation of management reporting and compliance arrangements.
	7. Coordinate preparation of reports, information and materials.
	8. Attend meetings on behalf of the COO/CFO as required.
	9. Maintain business expense acquittal, including reconciliation of credit card transactions and reimbursements.
	10. Manage travel arrangements (domestic and international) and travel acquittals as required.
	11. Under guidance from the Manager, Policy and Legal, administrative assistance with:
		1. formatting SOPs/policies/work instructions/contracts.
		2. maintaining LEX, contract and policy management system.
	12. Other duties as directed/requested by the COO/CFO from time to time.
	13. Develop and maintain the skills and knowledge required to provide back-up – time and other priorities permitting – for the Executive Assistant to the MD during absences on leave or to assist with workload at peak times.

## Governance and other committees / meeting support

* 1. Under guidance from the COO/CFO, organise meeting dates, venue(s), speakers and IT support (as required), catering, timely distribution of agenda and papers for regular meetings of:
		1. CERA Board of Directors [quarterly]
		2. Finance & Risk Committee (FRC) [quarterly]
		3. Foundation meetings [approx. 2 - 3 per year]
		4. Board/Executive strategic planning meetings [occasional; once or twice per year]
		5. Nominations & Appointments Committee (NAC) (approx. 2-3 per year).
	2. Attend meetings of the Board (Board Minute Secretary), FRC and Foundation meetings to take minutes of meetings.
	3. Prepare draft minutes / notes and action items for approval from meetings.
	4. Follow-up action items from meetings as appropriate to ensure completion/compliance of request.
	5. Reorganise and maintain electronic files, especially those related to Board committees/foundation.
	6. Ensure all hard copy files are up to date and maintained especially those related to Board Committees/Foundation.
	7. Oversight of Policy Governance sub-committee –coordinate and attend meetings, prepare draft agendas, meeting notes and follow up action items. Ensure consistent formatting of policies (in conjunction with Administrative Officer), maintain the policy database and track policies for revision.
	8. Oversight of Accommodation sub-committee -coordinate and attend meetings, prepare draft agendas, meeting notes and follow up action items.

## General administration

* 1. As required, assist other Research Support areas including human resources and research administration.
	2. Monitor incoming and outgoing mail for the COO/CFO and directors and act as first point of contact for general telephone and generic email inquiries; respond or refer as appropriate.
	3. Liaise as appropriate with the Research Support to ensure employment and HR management, OHS, financial and IT management matters within the directorate are attended to effectively and in accordance with relevant policy and procedures.
	4. Contribute as a member of a team to organisation-wide objectives.

# Job complexity, skills, knowledge

## LEVEL OF SUPERVISION / INDEPENDENCE

A high level of independence, initiative and ability to work with only routine supervision is expected. The incumbent needs to be highly organised, plan ahead and prepare and present work of a professional standard.

## PROBLEM SOLVING AND JUDGEMENT

The incumbent needs to keep informed about a substantial amount of detail on a broad range of issues and projects; exercise sound judgment in relation to sensitive and confidential matters; prioritise work in a busy environment; and has front-line responsibility for client service and relationship management.

## PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will require detailed knowledge of University of Melbourne, Department of Surgery (Ophthalmology). The position requires full engagement with all aspects of the work of CERA, including key relationships with individual and organisational stakeholders, internally and externally. In order to provide effective support, the incumbent needs to be thoroughly familiar with operational policies and procedures of CERA and the University of Melbourne and work to maintain relationships between key stakeholders and grant bodies such as NHMRC.

## BREADTH OF THE POSITION

* The role may hold delegated financial responsibilities.
* The position may supervise casual help or a junior administrative assistant.
* The role has access to a high level of confidential information and requires a great deal of discretion and privacy from the incumbent.

# Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities

All staff are responsible for the following safe work procedures and instructions:

## Employees must:

* Cooperate with the CERA in relation to activities taken by CERA to comply with OHS and EHS legislation.
* Comply with the OHS and EHS manuals.
* Adopt work practices that support OHS and EHS programs.
* Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
* Seek guidance for all new or modified work procedures.
* Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
* Participate in meetings, training and other environment, health and safety activities.
* Not wilfully place at risk the health or safety of any person in the work place.
* Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

## Supervisors are responsible for:

* Developing new work procedures, as required, in conjunction with relevant persons.
* Providing all staff with relevant OHS and EHS information in an appropriate manner.
* Providing personal protective equipment and clothing if hazards cannot be fully eliminated.
* Providing adequate supervision through technical guidance and support.
* Identifying and controlling hazardous conditions.
* Providing appropriate facilities for safe storage, handling and transport of hazardous substances.
* Ensuring that all accidents and incidents are reported.

## Managers and Principal Investigators are responsible for:

* Maintaining compliance with all OHS and EHS policies and procedures by regular performance review.
* Conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required.
* Ensuring that all staff, including contractors under local control, are appropriately inducted.
* Providing relevant OHS and EHS information and ensuring appropriate training.
* Identifying health monitoring needs, in consultation with the Occupational Physician.
* Maintaining appropriate records as required by CERA and the University's Records Services Department.
* Ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS and EHS issues.
* Investigating all reported incidents and reporting to department heads all action taken to prevent a similar occurrence.

## Academic Staff:

* In addition to the above, Academic Staff are responsible for ensuring that an equivalent standard of OHS and EHS is afforded to their students as is afforded to CERA staff generally. Academic staff are deemed to have principal supervisory duty for undergraduate and postgraduate student activities.

# Other Information

Centre for Eye Research Australia (CERA)

CERA is at the forefront of ophthalmic research in Australia. Our mission is to eliminate vision loss and blindness. CERA is designated as a World Health Organization (WHO) Collaborating Centre for the Prevention of Blindness, the only such centre in Australia.

CERA is the largest eye research institute in Australia. Its productivity measured in terms of output of peer-reviewed scientific papers and their quality (indicated by impact factor and number of citations) puts it among the top five ophthalmology research organisations in the world. CERA was established in 1996 as a not-for-profit company limited by guarantee. It is an independent medical research institute registered with the National Health & Medical Research Council (NHMRC) as a grant administering institution. It grew out of the research activities of the University of Melbourne Department of Ophthalmology, the first specialist department of its kind at an Australian University, founded in 1963. The University Department and CERA are co-located at the Royal Victorian Eye and Ear Hospital and are closely affiliated with each other and the Hospital in a partnership that seamlessly integrates teaching, training and research with clinical service delivery. In this model, medical research is informed by patient needs and research findings can be quickly translated into clinical practice.

CERA today is an organisation of some 140 people working towards solutions for blinding eye diseases. It is a diverse community of internationally leading researchers - clinicians and scientists, higher degree students and professional staff. CERA’s annual turnover is in the order of $13 million from a diverse range of funding sources, including a substantial amount of philanthropic and community support.

CERA has two main locations in Melbourne, one at the Royal Victorian Eye & Ear Hospital and the other at Baker IDI, located within the Alfred Medical Research and Education Precinct (AMREP). We also have clinical research facilities at the Eye and Ear on the Park hospital in East Melbourne.