

<b>Position Title:</b> Administrative Assistant – Molecular Epidemiology	<b>Date Prepared:</b> 04/04/2022
<b>Position Reports To:</b> Anne-Louise Ponsonby	<b>Theme/Team:</b> Developing Brain/Prevention, Genetics, Epigenetics and Environment/ Neuroepidemiology
<b>Classification:</b> HEW3-2	<b>Location:</b> Kenneth Myer Building, 30 Royal Parade, Parkville
<b>Key Relationships:</b> <u>Internal:</u> <ul style="list-style-type: none"> <li>Neuroepidemiology team</li> <li>Support services and Florey staff</li> </ul> <u>External:</u> <ul style="list-style-type: none"> <li>Clinicians and scientists at other Institutions and Universities</li> </ul>	<b>Primary Purpose:</b> <p>The Florey Institute of Neuroscience and Mental Health is one of the largest and highly respected brain research centres in the world. Research of the brain is rapidly gaining momentum as the understanding of the body's most elusive organ evolves. Internationally, populations are ageing and there is a sense of urgency to find causes, treatments and cures for conditions affecting the brain and mind. Scientists at the Florey are seeking ways to help people live without suffering and to improve health on a global scale.</p> <p>Florey's mission is to solve the greatest brain and mind challenges of our era by striving for excellence, fostering partnerships and empowering people.</p> <p>Within the institute, the Early Brain division focuses on understanding the neurodevelopment, neuroregeneration and networks of developing brain. The emphasis is also on disease prevention and understating triggers for disease onset such as environment, genetics and epigenetics.</p> <p>Within the Early Brain division, the Neuroepidemiology group combine epigenetics and public health with brain science and molecular biology. With the focus on primary prevention before disease starts or secondary progression to slow disease or severity when disease is established.</p> <p>This position will support the research group and provide assistance in administrative activities more generally. Research portfolio include undertaking how early environment can be optioned for disease developing brain and environmental and genetics drivers of brain with MS.</p>
<b>Primary Responsibilities:</b> <ul style="list-style-type: none"> <li>Reporting to the chief investigator, Professor Anne-Louise Ponsonby with multiple tasks, working both as part of a team and independently.</li> <li>Support the Neuroepidemiology team and various working groups in achieving deliverables, including organisation, agendas and minutes for meetings</li> </ul>	

- Contribute to project reports, and to grant proposals and publications as appropriate
- Draft and contribute to scientific materials, including literature reviews, ethics, grant submissions, protocols, documents and information sheets
- Participate in team meetings and working groups and interact with group members
- Undertake general administration duties, supporting the Neuroepidemiology team
- Support the collective vision and mission of the Florey through
  - open and collaborative communication that promotes positive and respectful relationships
  - fostering and supporting innovation within the team and broader Institute teams
  - excellence in practice driven by a focus on equity, diversity and inclusivity

**Occupational Health & Safety:**

- Eliminate, or otherwise reduce so far as practicable, the risks of injuries, diseases and ill health that arise as a result of Florey Institute activities through compliance with the Florey OH&S policy and procedure
- Continually incorporate and support improvement of the management of OH&S practices for Florey related activities
- Create and promote a positive and equitable workplace through awareness of issues that impact on health and wellbeing

**Skills/Qualifications:**

- High quality tertiary qualification in a relevant area (or one in progress) or related discipline
- Communicate highly effectively in oral and written form
- Excellent attention to detail and accuracy
- An appropriate level of expertise gained from a combination of experience, training or professional accreditation
- Ability to establish warm, constructive working relationships with co-workers.
- Excellent and succinct writing skills
- Ability to work independently, while also working constructively with supervisor/mentor, and as a team member
- Time management and multitasking skills

**Experience/Knowledge:**

- Competence in use of computers and software products, particularly MS Office
- Desirable**
- Familiarity with the REDCap data capture and storage software
  - Advanced use of Excel
  - Use of Endnote referencing software

**General Attributes:**

- Excellent oral communication skills including presentation
- Good inter-personal skills evident for team work
- Demonstrated ability to contribute to a positive team culture
- Punctuality at all times

**Employee Name:**

**Employee Signature:**

**Date:**