

Position Description	
<b>POSITION TITLE</b>	Administration Assistant
<b>CAREER STEP</b>	Foundation
<b>REPORTING RELATIONSHIP</b>	Administration Team Leader
<b>TEAM</b>	Admin Team
<b>EMPLOYMENT DURATION</b>	1-year, Fixed Term
<b>TYPE OF EMPLOYMENT</b>	0.6 FTE
<b>DATE</b>	September 2021

### The George Institute for Global Health

We are a medical research institute affiliated with leading universities aiming to challenge the status quo in health care. With 700+ people around the world, and projects in over 40 countries, our Strategy 2025 is all about impact – specifically, the impact of The George Institute’s activities on the health of millions of people, particularly those living in disadvantaged circumstances around the world.

Our strategy focuses on three key research priorities:

- Better Treatments: finding better treatments for the world’s biggest health problems
- Better Care: transforming primary health care to support better health for more people
- Healthier Societies: harnessing the power of communities, governments, and markets to improve health

Our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible 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
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
- In rural India, we have 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 developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- We are 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 and Professional Support Services provides administration support to various teams /programs at The George. The team works in collaboration with the Academic Project Operations team and the heads of academic program and professional teams.

### The Role

The Administration Assistant is responsible for provide day to day administration support to the Injury, CCI and EDO program/teams

### Reporting Relationships

The Administration Assistant reports to the Administration Team Leader

### Duties and Key Responsibilities

- Day to day administrative duties as required: handling incoming and outgoing mail, answering phone calls, taking messages, meet and greet clients, order business cards, send and receive emails, printing, photocopying, scanning, faxing, collating, binding and filing of reports and documents, housekeeping duties
- Organise meetings (both online and face to face) including agenda minute-taking, room set-up, catering and tidying up
- Maintain and update Program Heads curriculum vitae, list of publications and other academic contributions on program and grant management system (e.g Sapphire)
- Navigate/maintain information in various research and database systems (e.g ROS, Endnote, SPoT)
- Collation of grant application information as directed by the Program Head and data entry/upload
- Implement appropriate filing and other organisation procedures to facilitate highly organised and smoothly functioning teams
- Accurate word processing, general data entry, maintaining and updating records
- Assist with processing purchase orders and invoices and expense reimbursements
- Assist with the preparation of presentations, graphs, charts and reports, proof, and check for errors
- Arrange travel and accommodation booking as required by the client supported
- Organise internal and external events – catering, booking venue and related tasks
- Updating and managing SharePoint information
- Maintain and monitor supply (eg. office equipment, stationary) within their respective team/program
- Regular relief on Reception for King Street office

### *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 or administration and/or related experience in administration  
Proficient in the use of the Microsoft Office suite, including Word, Excel, PowerPoint, Outlook, and SharePoint
- Ability to learn new systems/technology applications quickly
- Effective written and oral communication skills
- Ability to prioritise and meet deadlines
- High attention to detail and accuracy
- Demonstrated organisation and planning skills
- Strong focus on quality of work
- Demonstrated ability to work with business and commercially sensitive information and maintain confidentiality
- Excellent interpersonal skills and the ability to work well and flexibly 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.

##### *Desirable*

- *SalesForce or other CRM experience*
- *Advanced Zoom*