

Position Description	
POSITION TITLE	Administration Trainee
CAREER STEP	Entry
REPORTING RELATIONSHIP	<i>Executive Assistant, Australia</i>
TEAM/PROGRAM	RaPSS/EDO
EMPLOYMENT DURATION	12 months
TYPE OF EMPLOYMENT	Full time
DATE	2022

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.



Context of the Role

The Executive Directors Office (EDO), Australia is responsible for the activities of The George Institute Australia, developing its scope including both its research activities and its infrastructure and resources.

EDO works towards strengthening the relationship between the Institute and key stakeholders including UNSW, State and Federal Governments, as well as key leaders in business and philanthropy.

The EDO is responsible for the overall strategic development of the Institute in Australia.

The Role

The Business Administration Trainee is to provide administration support to the division's Executive Assistants, Administrative Assistants, TGI Directors, and other operational staff, while completing on the job training in Certificate III Business Administration.

Reporting Relationships

The Business Administration Trainee reports to the Executive Assistant to the Executive Director of The George Institute Australia.

There are no positions reporting to this role.

Duties and Key Responsibilities

As a Team Member:

- Participate in team meetings and activities
- Participate in special projects to improve processes, tools and systems

Clerical Support

- Undertake designated administrative duties including organising couriers, organising functions, data entry and assisting the Administration team with general office admin duties.
- Assist the Executive Assistant with, arranging appointments, meeting schedules, making travel arrangements, organising functions,
- General administration duties, e.g. typing, photocopying, filing, faxing, emailing, dealing with incoming and outgoing mail. Assist with processing purchase orders and invoices and expense reimbursements for the Executive Director and other program leaders
- Meet and greet visitors
- Set up for Meetings and seminars
- Assist with reception and switchboard cover

Information Management

- Assist with data entry into various databases and spreadsheets
- Assist with the processing of research documents

Personal Development:

- Participate in planning and implementing personal and career development activities.
- Actively develop job-related skills.
- Complete Cert III in Business Administration

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



- Skills in MS Office applications, including Excel, Word and Outlook
- Excellent communication skills
- Ability to prioritise and meet deadlines
- High attention to detail and accuracy
- Understand the need for confidentiality.
- Excellent interpersonal skills and the ability to work well and flexibly ie autonomously, in small teams and with a wide range varying stakeholders
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments.
- Strong focus on quality of work
- You will need to be reliable and flexible