

POSITION DESCRIPTION – Professional Staff



Position Title	Administration Officer
HEW Level	Hew 4 – Hew 5 (depending on skill set)
School / Unit	School of Nursing & Midwifery
Faculty / Division	College of Health, Medicine and Wellbeing
Reports to	Professor Vanessa McDonald
Direct Reports	NIL
Indirect Reports	NIL
Contract Type	Fixed Term up to 12 months, 0.8FTE with possibility of extension

ROLE DESCRIPTION

Objective: To provide administration support for the Centre of Excellence in Treatable Traits and its Directors.

The candidate will provide administration support to research activities for the Centre of Excellence in Treatable Traits, and Professor Vanessa McDonald and Conjoint Professor Peter Gibson across a range of different projects and tasks in a team environment. This will include, facilitation of research contracts, research grant management, financial, meeting co-ordination.

The candidate will be part of a dynamic and inter-professional research group, with an outstanding research track record and exceptional research facilities. Researchers are involved in translational research in chronic airway diseases, including asthma and COPD.

This position is within the School of Nursing & Midwifery at the University of Newcastle, based at the [Hunter Medical Research Institute](#).



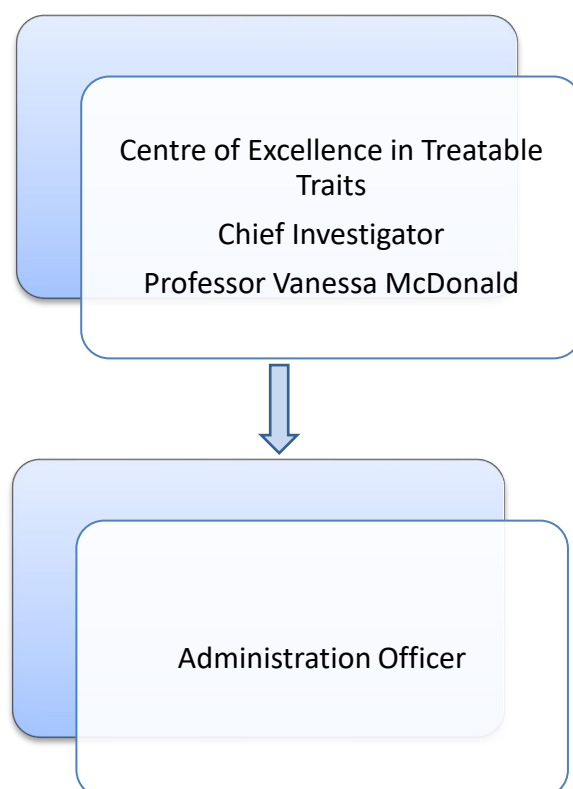
OVERVIEW OF UNIT/SCHOOL AND POSITION CONTEXT

The College of Health, Medicine and Wellbeing is an innovative and dynamic research-intensive faculty, which is passionate about excellence, equity and engagement globally and regionally. In collaboration with our external partners and stakeholders, the College strives to make a difference by creating new knowledge, preparing exemplary, career ready health care and health research professionals, and producing world-leading research that builds capacity for excellence in health care intervention. This position will enable the College and its schools to build our capacity to be a key employer of choice as inclusivity and equality will be transparently integrated into everyday practice.

The mission of the Centre of Excellence in Treatable Traits is to revolutionise the management of chronic airway disease by testing and implementing "Treatable Traits" approaches - A new paradigm for personalised medicine.

This position will be based in Level 2 West at the Hunter Medical Research Institute (HMRI).

ORGANISATION CHART



ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

Area of accountability	Core Responsibilities & Typical Activities	Measures of Performance
Research support	<ol style="list-style-type: none"> 1) Meeting scheduling <ol style="list-style-type: none"> a) Internal meetings b) Research Meetings with national and international investigators c) Location bookings d) Management of attendees to meetings 2) Meeting agendas and minutes 3) Website planning (in conjunction with Supervisors and Research Centre Manager) 4) Communication with all stakeholders 5) Finance management <ol style="list-style-type: none"> a) Quarterly budget b) Non-allowable expenditure responses c) Assistance with collaboration/partnership agreements d) Purchase orders / receipting of expenditure 6) Monitoring of Treatable Traits email and addressing correspondence as required 	<p>Project materials prepared to a high standard and suitable for purpose.</p> <p>Quality feedback from stakeholders, staff and management.</p> <p>Data collected and managed according to agreed project plan, sensitively and in a timely manner.</p> <p>Reports produced accurately and on time.</p> <p>Meet the core requirements for HEW Level 4/5 professional staff listed under the classification description for general staff.</p>
Research and general administration	<ol style="list-style-type: none"> 1) University of Newcastle Purchasing card management 2) Grant Management <ul style="list-style-type: none"> ○ Experience with Technology One Finance System ○ Monitoring of approved expenditure on grants ○ Budget reports 	<p>Tasks are completed efficiently and on schedule.</p> <p>Quality feedback from stakeholders,</p>

	<ul style="list-style-type: none"> ○ Journal transfers ○ Transfer of funds to other universities and health organisations <p>3) Ordering / Receipting of Purchase order</p> <p>4) Executive support for the Centre Directors</p> <p>General</p> <ul style="list-style-type: none"> ● Staff contracts as required ● General administration as required by supervisors ● Arrange University of Newcastle related travel for University staff and guests as approved by supervisors ● CV and Sapphire management ● Team communications 	staff and management.
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POSITION CHARACTERISTICS

Organisational Knowledge	Perform tasks/assignments, which require proficiency in the work area's existing rules, regulations, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.
Professional / Industry Knowledge	Administration experience, preferably within a tertiary education setting. Knowledge of and/or experience working on research projects in health or specifically respiratory research preferred.
Level of supervision / independence	Able to work with general direction and routine supervision will be provided by Professor Vanessa McDonald and Conjoint Professor Peter Gibson Ability to work as part of a team including other research staff, external collaborators and Chief Investigators of projects.

Problem solving and judgement	<p>Ability to work independently but also in team consultation in order to problem solve issues in a timely manner.</p> <p>Identify responses to new or unique circumstances for consideration by other, including making recommendations to senior management.</p> <p>Apply technical knowledge to design, review, develop or test complex equipment, systems or procedures.</p>
Key relationships (internal & external) & immediate team	Ability to develop and maintain respectful relationships with the immediate research team, external stakeholders, School of Nursing & Midwifery, Team Leaders of the Asthma and Breath Programme, professional organisations, and State Health organisations.
Special Characteristics	No
WWC Check Required	No
Criminal Record Check required	No

EXPECTED BEHAVIOURS

The role is expected to display personal qualities and behaviours consistent with Middle Leaders Level as outlined in the UON Leadership Framework.

The UON Leadership framework describes six leadership capabilities for both academic and professional staff. At UON leaders; shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At UON we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

INHERENT REQUIREMENTS

This Position Description outlines the major accountabilities/responsibilities and the selection criteria against which candidates suitability for the position are assessed. As such there are specific job requirements that are referred to as

Inherent Requirements. Inherent Requirements refer the ability of the candidate/incumbent to:

- * Perform the essential duties and functional requirements of the job;
- * Meet the productivity and quality requirements of the position;
- * Work effectively in the team or other type of work organisation concerned; and
- * Do the job without undue risk to own or others health, safety and welfare at work.

An applicant who has any injuries, illness, disorder, impairment, condition or incapacity that may affect the ability to perform the inherent requirements of the position are encouraged to discuss this with the University to assist in the process of identifying reasonable adjustments that may be required to enable the candidate/incumbent to perform the duties of the position.

ESSENTIAL CRITERIA

- Relevant experience Administration support within a tertiary setting, as demonstrated through research project administration, data collection activities, data management, meeting scheduling and effective minute taking.
- Developed interpersonal skills including the ability to participate in a multidisciplinary team environment demonstrating, mutual respect, and working collaboratively.
- Strong and effective communication skills.
- Excellent organisational skills and the ability to meet competing deadlines.
- Proficiency in Microsoft office products such as Word, Excel, and Powerpoint, as well as statistical software.
- Ability to make sound decisions within your sphere of responsibility and take responsibility of delivering to plan and on time.
- Knowledge of, and experience in adhering to workplace policies and procedures in the areas of work health safety, equity, diversity and promoting a respectful workplace culture.

DESIRABLE CRITERIA

PD Last reviewed:	19/01/2022
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