



Position Description

Position Title	Personal Assistant, Public Health
Hours of work	3 days a week, 22.5 hours per week
Classification	HEW 3-4 (depending on experience)
Responsible to	Dr Dominique Cadilhac
Direct Reports	
Area of Responsibilities	The primary role of the position is to provide administrative support to the Head of Public Health and the Public Health research team
Qualifications and Experience	Proficiency in the use of Microsoft Applications

FLOREY NEUROSCIENCE INSTITUTES

To help create one of the world’s top 10 neuroscience institutes, the Howard Florey Institute, the Brain Research Institute and the National Stroke Research Institute have amalgamated to form the Florey Neuroscience Institutes. A \$202 million project has been launched which includes the construction of two new purpose-built state-of-the-art research facilities. The Mental Health Research Institute and University of Melbourne neuroscientists will co-locate with the Florey Neuroscience Institutes in the new facilities at the University’s Parkville campus and at the Austin Hospital in Heidelberg.

They will combine their world-class research skills to develop more effective treatments for the millions of Australians affected by brain disorders.

Collectively the new facilities at Parkville and Heidelberg will accommodate around 700 staff and students.

Providing significant funding for this project are the Victorian Government, Federal Government, University of Melbourne, the Ian Potter Foundation and the Myer Family.

Our Mission: *To Improve life through brain research*

Our Vision: *To be recognised as a leading international brain research facility*

Our Values: *Innovation and excellence, commitment and passion, integrity and rigour, collaboration and team work*



The Position

Key Responsibilities

- Provide administrative support to the Head of Public Health.
- Provide administrative support for the Public Health team such as data entry and filing of confidential documents.
- Provide administrative support to management and research staff as required.

Specific duties include:

- Manage the Head of Public Health's diary and email
- Coordinate the research team meetings and project meetings as required, including the taking of minutes
- Set up meeting rooms and/or organise teleconferences
- Maintain appropriate storage and classifying of electronic information and files
- Handle the Public Health mail and courier requirements and organise postage, stamps, express couriers envelopes
- Organise couriers and deliveries while ensuring the use of most appropriate and cost-efficient service
- Ensure the most recent Publications are available as hard copies for viewing
- Set-up and maintain appropriate filing systems for the research team
- Scan and store information as required
- Data management duties including manual data entry and/or scanning completed research questionnaires into a computer software program, cleaning and checking data
- Backing up electronic databases
- Filing questionnaires and other research documents as instructed
- Undertaking basic literature reviews or topic searches as directed
- Organising project meetings and taking minutes as required
- Assist with the preparation and/or submission of grants, publications and ethics submissions, as required

Reporting & Liaison

Internal: (Austin Site)

- Reports to Dr Dominique Cadilhac, Head Public Health.

Occupational Health & Safety

We all have a role to play when it comes to health and safety in our workplace. The [Occupational Health and Safety Act](#) 2004 sets out responsibilities for employers as well as employees, and also provides a framework for dealing with health and safety issues. Employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others as well as co-operate with any measures introduced in the workplace to improve OH&S and report any incidents/injuries.



Continuous Quality Improvement

Continuous Improvement is an important aspect of all our roles to ensure we assess, review and change our practices in an effort to improve our delivery of research or work processes. Each staff member needs to take an active role in promoting and generating improvement processes within their area and more generally across the organization.

Equal Employment Opportunity

FNI is an equal opportunity employer who encourages diversity in the workplace through flexible work practices and family friendly policies.

Confidentiality and Intellectual Property

An important aspect of your role is dealing with confidential information and aspects of intellectual property. As such, you will adhere to the Florey Neuroscience Institutes Standard Terms and Conditions on Confidentiality and Intellectual Property, as approved from time to time by the Head, Business Development.

The Person

Skills and Attributes

Essential

- Excellent interpersonal skills including the ability to work individually and as part of a team.
- High-level written and oral communication skills and good organizational skills.
- Demonstrated commitment to high levels of professionalism
- Sound organisational and administrative skills with a strong attention to detail
- Team-player
- A strong work ethic, attendance and punctuality
- Proficiency in the use of Microsoft Applications and a willingness to learn new software systems
- To be flexible in work routine
- Attend and participate in FNI staff meetings or relevant committees where possible

Desirable

- Use of bibliography software e.g. ENDNOTE
- A qualification in administration
- Previous experience working in health science and knowledge of medical terminology

FLOREY NEUROSCIENCE INSTITUTES



Key Performance Indicators

- Ensure a high level administrative support function is provided to management and research staff
- High attention to detail
- Facilitates good communication flow between internal and external stakeholders, while also providing support the research team

Appraisal

An appraisal will be conducted annually and/or at the end of the period of employment.

I have read, understood and accept the above position description.

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Name

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Name

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Signed
Personal Assistant, Public Health

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Signed
Director - FNI

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Date

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Date