



## Position Description

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| <b>Position Title:</b>    | Senior Administrative Assistant                                     |
| <b>Salary Range:</b>      | Professional & Administrative Salaries Level 4 - 5                  |
| <b>Reporting Manager:</b> | Hannah Nicholas, Associate Director, Centre for Population Genomics |
| <b>Direct Reports:</b>    | None  |
| <b>Home Group:</b>        | Centre for Population Genomics, Genetics Theme                      |

### Who are we?

The Murdoch Children's Research Institute (MCRI) is home to significant scientific discoveries. We believe there is an answer, a cure or a better treatment for every childhood condition – and we're determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in corporate and scientific services from all corners of the world with one shared goal – to transform child health worldwide.

Our strength lies in our partnership and co-location with The Royal Children's Hospital and the University of Melbourne – the Melbourne Children's Campus. This rare model amplifies opportunities to quickly translate research into clinical care.

At MCRI, you'll also find our subsidiary organisation, the Victorian Clinical Genetics Services (VCGS), a specialist childhood, prenatal and adult genetics service. VCGS provides an integrated genetic consultation, counselling, testing and diagnostic support service to children, adults, families and prospective parents.

Together, we share a powerful vision: re-imagine the future of child health.

### What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration and dignity. We are also committed to developing our people and fostering an environment where learning and development is central to our staff reaching their full potential.

### Centre for Population Genomics

This position is based in the Centre for Population Genomics (CPG), a joint initiative of the Murdoch Children's Research Institute (MCRI) and the Garvan Institute of Medical Research (Garvan) in Sydney.

CPG's vision is a world in which genomic information enables comprehensive disease prediction, accurate diagnosis and effective therapeutics for all people. CPG's purpose is: *To establish respectful partnerships with diverse communities, collect and analyse genomic data at transformative scale and drive genomic discovery and equitable genomic medicine in Australia.*

The CPG is led by experts in community engagement, software development, genomic analysis and project management. Director Daniel MacArthur previously served as the co-director of Medical and Population Genetics at the Broad Institute of MIT and Harvard, where he led the development of the Genome Aggregation Database (gnomAD), the largest and most widely used collection of human DNA sequencing data in the world.

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## Position Overview

This is a key administrative role within the Centre for Population Genomics with responsibility for a variety of administrative functions relating to Centre operations including in the domains of finance, fundraising, grant management, communications and human resources. The incumbent will also provide administrative support, including scheduling and travel expense reimbursement, to several research leaders within the Centre.

The Senior Administrative Assistant will report to Hannah Nicholas, Associate Director of the Centre. The incumbent will also work closely with the Director, the Executive Assistant to the Director, and with research and professional leaders within the Centre. They are also expected to develop and maintain a network of relevant contracts throughout MCRI and Garvan.

The position will be based at MCRI. To adapt to the impact of COVID-19, we have launched the Centre under a completely remote model and anticipate continuing in a primarily remote model of work throughout 2021.

This is a 3-year appointment with the possibility to extend.

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## Key Responsibilities

- Provide daily administrative support to meet the needs of your reporting manager including:
    - scheduling and minuting meetings.
    - editing and formatting business documents.
    - responding to staff and collaborator enquiries.
  - Contribute to the management of invoice and payment requests and assist in the preparation of monthly and semi-annual finance reports in collaboration with institutional finance teams.
  - Assist with compiling application documents and reports (scientific and finance) associated with philanthropic funding.
  - Maintain records of publications, seminars and other activities of the Centre Director and other research leaders.
  - Support grant management activities including preparation of grant funding applications, inter-institutional agreements and reports (scientific and finance).
  - Contribute to external and internal communications in collaboration with institutional communications teams as needed.
  - Take responsibility for administrative processes associated with recruitment, on-boarding, training and review of staff in collaboration with institutional human resources teams.
  - Support communication between the Centre and institutional finance, fundraising, grant management, communications and human resources teams.
  - Support your reporting manager and the wider team to manage competing priorities and deadlines and deliver projects in a timely manner.
  - Exercise independent judgement and take initiative where processes are ambiguous or undefined.
  - Develop and maintain awareness of institutional policies, procedures, guidelines and risk management processes as well as operational processes within the Centre.
  - Provide other support as necessary to support the Centre's administrative team e.g. providing coverage in times of leave and absence.
  - Use professional discretion and maintain confidentiality.
  - Provide administrative assistance to two research leaders within the Centre including:
    - Manage complex work schedules and electronic diaries, including arranging meetings with key internal and external stakeholders.
    - Field complex enquiries and provide appropriate advice and information to internal and external stakeholders in a professional and courteous manner.
    - Arrange and manage travel and maintain travel records using the Institute's online travel system and travel agency.
    - Complete credit card reconciliation and reimbursements.
  - Other duties as assigned.
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## Selection Criteria

- Experience in an Administrative Assistant or Personal Assistant role.
- Strong communication skills (written and verbal).
- Ability to build and maintain strong, long-lasting relationships with a variety of stakeholders.
- Advanced working knowledge of word processing and spreadsheet software and a willingness to use Google workspace.
- Excellent time management and prioritisation skills.
- Demonstrated high attention to detail.
- Strong interpersonal skills.
- Ability to think independently, work autonomously and be proactive.

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Experience with and interest in managing finances and finance reporting is highly desirable.

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### **Conditions of Employment**

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Government's Child Safety Standards.
  - The right to reside and work in Australia and you meeting any applicable visa conditions.
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### **Health, Safety & Wellbeing**

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community.
  - Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role.
  - We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy.
  - Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely.
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*As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.*