



## POSITION DESCRIPTION

Department of General Practice, Melbourne Medical School  
Faculty of Medicine, Dentistry and Health Sciences

### Administration Officer

<b>POSITION NO</b>	0056216
<b>CLASSIFICATION</b>	UOM 5
<b>SALARY</b>	\$ 76,886 - \$ 88,312 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-term to 30 <sup>th</sup> June 2024. Fixed term contract type: Externally funded contract employment
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Dr Kristi Milley Tel +61 411 873 253 Email <a href="mailto:kristi.milley@unimelb.edu.au">kristi.milley@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Primary Care Collaborative Cancer Clinical Trials Group (PC4) is a national organisation with over 900 members who are actively engaged in cancer in primary care research. We are passionate about supporting clinical trial development, sharing knowledge and promoting the role of primary care in cancer care. The Administration Officer is involved in assisting with administrative tasks, including event coordination, that supports the research PC4 facilitates.

We are looking for a creative, detail oriented and energetic team member to join our small close-knit team. Reporting to the National Manager you would be responsible for core administration duties including coordinating meetings for our Scientific and Advisory Committee's as well as our research development groups and Community Advisory Group. You will be responsible for coordinating events to support our members such as webinars and skills workshops. You may also support the Communications Coordinator in the development of promotional materials, such as newsletters and brochures, to engage our members and external stakeholders.

Watch our [video](#) to learn more about the team.

## ***Key Responsibilities***

- ▶ Lead event coordination such as research working group meetings, conferences, workshops, and webinars. This will include venue coordination, flight, and accommodation bookings, drafting presentations and briefing papers, arranging travel itineraries and conference registrations.
- ▶ Provide secretariat support for committees, boards etc. including the preparation of all documentation, preparation of meeting minutes and liaising with key stakeholders.
- ▶ Provide administrative support to ensure efficient running of day-to-day operations within PC4, including facilities, equipment coordination, general purchasing, and invoicing.
- ▶ Provide administrative support to the Director of PC4, Professor Jon Emery. This includes diary management and meeting coordination.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ Completion of a degree or related field or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience in administration with advanced level of organisation and computer skills including a good knowledge of the Microsoft Office suite as well as the capacity to learn and use in-house administrative database systems
- ▶ Demonstrated self-motivation and flexibility in responding to changing work priorities, with the capacity to work autonomously and collaboratively as part of a team

- ▶ Demonstrated commitment to quality assurance and continuous improvement of processes.
- ▶ Excellent written and verbal communication skills, including cross-cultural communication skills and the ability to communicate effectively with diverse stakeholders, transcription, editing and proofreading skills and attention to detail.
- ▶ Ability to exercise independent judgement and personal initiative to constructively solve problems and make effective decisions based on knowledge of policy and procedures, relevant events and strategic priorities.

## 1.2 DESIRABLE

- ▶ Experience with supporting the development of communications and marketing materials including websites such as MailChimp and Canva.
- ▶ Experience in the health or medical research sectors
- ▶ Knowledge of and proficiency in using University of Melbourne enterprise systems including Themis, iExpenses, UniTravel, and iProcurement
- ▶ Database management, for example maintenance of customer/member details for engagement.
- ▶ Experience with website CMS, ideally WordPress.

## 2. Job Complexity, Skills, Knowledge

### 2.1 LEVEL OF SUPERVISION / INDEPENDENCE

You will work under the general direction of Dr Kristi Milley, National Manager of PC4. You will undertake related tasks as requested by your supervisor. You are expected to plan, organise and schedule routine work independently to ensure deadlines are met. Initiative is required to prioritise work and solve simple problems. A degree of independence is required once tasks are mastered, however complex issues are to be referred to the supervisor.

### 2.2 PROBLEM SOLVING AND JUDGEMENT

The Administration Officer is expected to exercise judgement relevant to the responsibilities of the role in performing routine duties and when necessary, refer more complex research work to their supervisor. The incumbent is required to build and manage relationships with a wide range of stakeholders.

### 2.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have sound knowledge of administrative processes and is expected to contribute as a team member to processes, interpret and implement policy and/or internal procedures and carry out other duties as required.

The incumbent must comply with Faculty and University policies and procedures.

## 2.4 RESOURCE MANAGEMENT

The incumbent is responsible for efficient time management and effective use of work resources.

## 2.5 BREADTH OF THE POSITION

The position will work within the Primary Care Cancer Research team within the Department of General Practice. The role will be required to liaise with students and staff across all levels of the Department, Faculty, University community and wider community.

# 3. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

# 4. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 5. Other Information

### 5.1 PC4 AND THE PRIMARY CARE CANCER RESEARCH GROUP

[www.pc4tg.com.au](http://www.pc4tg.com.au)

PC4 is one of 14 national collaborative cancer clinical trials funded by Cancer Australia which aim to increase research capacity and cancer clinical trials. PC4 focuses on developing trials relating to the role of primary care across the cancer continuum. The PC4 National Office includes a national manager, a research support officer and a communications coordinator and sits within the Primary Care Cancer Research Group of the Department of General Practice. The Primary Care Cancer Research Group is based within the University of Melbourne Centre for Cancer Research (UMCCR) unit at the Victorian Comprehensive Cancer Centre on Grattan Street, Carlton.

For further information regarding PC4 and the Primary Care Cancer Research Group please visit [www.pc4tg.com.au](http://www.pc4tg.com.au) or <http://medicine.unimelb.edu.au/research-groups/general-practice-research/cancer-research-group>

### 5.2 DEPARTMENT OF GENERAL PRACTICE

[www.gp.unimelb.edu.au](http://www.gp.unimelb.edu.au)

The Department of General Practice originated as a unit within the Department of Community Medicine in 1977. It was established as a separate department within the School of Medicine in 2001 and established the Primary Care Research Unit (PCRU) as a centre of excellence in primary care research, research training and knowledge exchange in 2006. The Department has 68 (full time equivalent) staff supported by an operating budget of \$7 million and research income of approximately \$11 million annually.

With an increased profile within the Melbourne Medical School, the Department has utilised its growing network of general practitioners (GPs) and primary health care providers in the community to ensure that University of Melbourne medical students are provided with quality community-based medical education. The Department delivers postgraduate training for primary care nurses, and research training for medical, honours, masters (4) and PhD students (18). For more than 20 years, the Department has run a very successful General Practice academic registrar program where doctors who are training to be GPs (GP registrars) undertake a half time special skills post in academic medicine to experience an introduction to research and university teaching. We average around three academic registrars per year.

The Department has a successful Primary Care Research Unit (PCRU), including a Trials Unit with a practice-based research and education network (VicREN), which comprises our community-based general practices (600+) and other primary care providers who contribute to and drive teaching and research. A proportion of our VicREN members are a part of our Data for Decisions (D4D) Community of Practice. In this D4D program general practices have an agreement with the Department to share their electronic medical record (EMR) data for research and policy advocacy; participating practices have also

undertaken a process with their patients to opt out if they do not want their data shared. The EMR data is de-identified before it leaves the practice and is stored in a secure data repository managed by the Department, called Patron. Patron has a management group and an independent governance group with representatives who are consumers, GPs, practice managers, researchers, IT technical, and legal experts.

Our cross-cutting research themes include clinical biostatistics, implementation science, clinical informatics, co-design, and health services research. Central to our work is understanding the patient and practitioner experience and through co-production methodologies involving them in identifying the challenges and designing and testing solutions. Using clinical data analytics, we explore patient pathways through health care and describe the epidemiology of health and disease in primary care. With a focus on primary care innovation, we develop, test and implement simple and complex interventions including digital technologies, such as a range of risk stratification and point-of-care decision making tools. The Department also has successful research programs in specialised areas in Cancer; Children and Young People's Health; Clinical Data Informatics, Data Driven Quality Improvement, Integrated Mental Health; Sexual Health, and Abuse and Violence.

### 5.3 MELBOURNE MEDICAL SCHOOL

<http://medicine.unimelb.edu.au/>

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

Under the leadership of Professor John Prins, MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics and Gynaecology;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,000 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,725 honorary

appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$165 million, the School's research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School's flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a \$6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice's continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School's development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

<https://medicine.unimelb.edu.au/about/diversity-and-inclusion> MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

#### 5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry and Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$630M with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

## 5.5 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

## 5.6 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.



We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 5.7 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>