Position Title: Administrative Assistant  
Level: A

Reports to (role): Team Leader - Infectious Diseases Epidemiology

Team: Infectious Diseases Epidemiology WCVID

Location: Telethon Kids Institute, Perth Children’s Hospital, 15 Hospital Ave, Nedlands

PURPOSE OF POSITION

The purpose of this role is to provide administrative support to the Team Leads, researchers and staff members in the Infectious Diseases Epidemiology team to ensure efficient functioning and achievement of goals within time frames. This position would suit someone with excellent administration & organisation skills who is a team player. This position will provide key administrative support for grant applications and maintaining records of research outputs within the team.

KEY RESPONSIBILITIES

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<th>Key Responsibilities</th>
<th>Tasks required to achieve Key Responsibilities</th>
<th>Measures</th>
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| Research specific support (60) % | • Maintain Team Leader CV and research profiles.  
• Assist in maintenance of the Infectious Diseases Epidemiology Research Outputs. Management system for tracking all outputs from the team, including publications, presentations, grant submissions etc.  
• Management of team publication database including citation metrics updates  
• Assist with formatting and submission of grant proposals  
• Source and disseminate relevant information regarding grants and funding opportunities from national and international institutions and funding bodies. | • Provision of documentation which meets Institute standards  
• Effective management of correspondence and internal forms  
• Accuracy of information  
• Positive feedback  
• Timeliness |
| General team support (20%) | • Team Leader and team diary management including organising appointments, meetings, attendance at conferences and seminars.  
• Create and maintain mailing and network lists.  
• Assist with team meetings – including agenda and minute preparation and distribution if required, room bookings, IT requirements and catering.  
• Assist with travel bookings of team members and visitors, and process associated expenses.  
• Document management including (a) correct naming and filing of files (b) preparing relevant documentation including the formatting/typing of correspondence or presentations (c) developing, editing and formatting reports (d) setting up new project files (e) project form administration.  
• Efficient and effective meeting management  
• Ensure cost effective and streamlined travel management  
• Timeliness of response to calls, email requests, documentation etc.  
• Positive feedback  
• Accuracy and reliability  
• Effective team administration |
| Accounts (10%) | • Assist with maintenance of finance filing systems.  
• Assist with purchase requisitions.  
• Follow-up to ensure that all invoices and payments are processed efficiently.  
• Assist with credit card reconciliation  
• Other budget related support.  
• Provision of administration support to assist Program Manager to manage study budgets within guidelines  
• Ease of access  
• Feedback  
• Data integrity |
| Other tasks as required (10%) | • Seminar and event management support  
• Perform other relevant duties as required at the request of the Project Manager and/or Team Leader.  
• Feedback from line manager |
| Workplace Safety | • Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work.  
• Identify and assess workplace hazards and apply hazard controls.  
• Report every workplace injury, illness or near miss, no matter how insignificant they seem.  
• Abide by Telethon Kids Institute policies and procedures.  
• Responsibilities are embedded in work practices.  
• Hazards are effectively managed or reported.  
• Accidents and incidents are reported in a timely manner.  
• All applicable safety policies and procedures are sought, understood and implemented. |

**ESSENTIAL CRITERIA**
### Qualifications:
- Year 12 or equivalent

### Essential Skills, Knowledge & Experience:
- Previous experience in an office administration in a medical, research or academic environment
- Experience providing support with research grant applications
- Experience with research/grant management software, referencing software (e.g., endnote)
- Excellent organisational skills
- Ability to work independently, use initiative and to set priorities
- Excellent oral and written communication skills
- High level of attention to detail
- Proficiency in a standard array of software packages (e.g., Windows suite)
- Self-motivated, flexible and friendly

Desirable:
- Experience in budget/fiscal management of projects

### DIRECT REPORTS
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<tr>
<th>Approved by:</th>
<th>Rebecca Pavlos</th>
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<tbody>
<tr>
<td>Date approved:</td>
<td>22/07/2020</td>
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<tr>
<td>Reviewed by P&amp;C:</td>
<td>27/07/2020</td>
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