

Business Administrator

Group	Platforms
Unit	Health Economics & Impact
Reports to	Associate Director, Health Economics & Impact
Direct reports	Nil
Work location	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
Employment status/type	Full-time (1.0 FTE) or Part-time across 5 days
Date (created or reviewed)	February 2023

Position purpose

The Business Administrator supports the Associate Directors, Data Sciences, Health Economics and Impact and the Clinical Trials Unit (CTU).

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Extensive Diary, meeting (online and face-face) and travel management (including conference arrangements and itineraries)
- Monitoring and screening phone calls and enquiries made in person from HMRI research fellows and affiliates, government, and industry clients
- Maintaining the academic profiles of the Associate Directors and other senior staff within these teams in relevant Grant management software (eg SAPPHIRE, RMS)
- Managing the Grants subscription process as it relates to HMRI Chief Investigator (CI) allocation
- Managing the NSW Government eTender process on behalf of Health Economics and Impact, Data Sciences and CTU
- Assisting the Associate Directors to optimise Project Management
- Providing back-up to the Professional Services Operations Manager role
- Using Redcap requests to connect senior staff with the relevant Researcher
- Assisting the Associate Directors in daily office management tasks
- Assisting Associate Directors and Human Resources in all recruitment tasks
- Minuting, drafting, finalising, and distributing minutes
- Managing incoming and outgoing mail including drafting, amending, and finalising various forms of correspondence where required
- Document management and filing of correspondence

HMRI expectations & legal compliance

- HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI's values and Code of Conduct, providing assistance to team members if required, and undertaking other key responsibilities or activities as directed.
- All HMRI employees are expected to:
 - Make sound time management judgement in relation to prioritising work and meeting deadlines.
 - Perform their responsibilities in a manner that reflects and responds to continuous improvement.
 - Contribute to the effectiveness of the team.
 - Take responsibility for personal career development and training.
 - Read, understand, and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.
 - Ensure the reputation and integrity of HMRI is maintained at all times.
 - Maintain confidentiality at all times.
 - Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.
 - Undertake risk management in accordance with HMRI's Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI including identifying, analysing, and evaluating the risk that may impact HMRI.
 - Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety, and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

Other job-related information

Identification check

- The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

Pre-existing injury

- The person appointed to this position will be required to disclose any pre-existing physical and/ or psychological injuries or diseases that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

Additional hours

- The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during the course of employment.

Essential position requirements

- Excellent verbal and written communication skills
- Professional interpersonal skills
- Excellent organisational and time management skills
- Discretion and an understanding of confidentiality issues
- Advanced computer skills including Word, Excel, PowerPoint, OneNote and Sharepoint
- Advanced skills using online meeting platforms including Zoom and TEAMS.
- A working understanding of Microsoft Dynamics
- Advanced administration, diary management, and secretarial skills
- Advanced typing skills
- Ability to take initiative and problem solve successfully
- Strong team player with the confidence to work independently
- Ability to multi-task and manage conflicting deadlines
- Attention to detail
- Ability to work flexibly across multiple managers and teams
- Ability to build relationships at all levels
- Strong administration knowledge
- Knowledge or basic understanding of the University of Newcastle and Hunter New England Health District
- Understanding of HMRI and research activities

I confirm that I have read this Position Description, understand its content, and agree to work in accordance with the requirements of the position. I also understand that this document is intended to provide an outline of the position's key responsibilities and that aspects of the document may change over time.

Employee Name

Employee Signature

Date

Note: A copy of this signed acceptance is to be placed on the employee's personnel record and a copy is provided to the employee.

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