

Executive Assistant

Group	Business Support
Unit	Business Support
Reports to	Senior Executive Assistant
Direct reports	One (1)
Work location	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
Employment status/type	Full-time (1.0 FTE)
Date (created or reviewed)	April 2022

Position purpose

The Executive Assistant supports the Associate Directors of HRE, Statistics, Clinical Trials Unit and the HMRI Director and COO (in absence of the Director's Senior Executive Assistant) and the HMRI Corporate Office as required.

Key responsibilities

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

- Extensive Diary and meeting management
- 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 (HRE, Data Science and CTU) and other senior staff within these teams in relevant grant management software (eg SAPPHIRE, RMS)
- Maintaining and keeping up to date the CVs of the Associate Directors (HRE, Data Science and CTU) and other senior staff within these teams
- Travel Arrangements
- Conference Arrangements and Itineraries
- Managing Finances including expense reimbursement and Petty Cash
- Managing stationery
- 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

- Acting as the Primary back-up and relief for HMRI Reception:
 - Relieving for daily morning tea and lunch breaks
 - Relieving for any extended Leave

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 which 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 which include identifying, analysing and evaluating risk that may impact on 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 disease 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
- Excellent and professional interpersonal skills
- Excellent organisational and time management skills
- Discretion and an understanding of confidentiality issues
- Advanced computer skills including Word, Excel and PowerPoint
- Advanced administration, diary management and secretarial skills
- Advanced typing skills
- Ability to take initiative and problem solve successfully
- Strong team player with 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

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 key responsibilities of the position 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 employee's personnel record and a copy provided to the employee.

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