

# A more equitable world through better health.



## POSITION DETAILS

TITLE	Administration Officer
CLASSIFICATION	Professional Level 4.2 - 4.4: \$77,930 - \$80,951 (pro-rata) + super + salary packaging
TIME FRACTION	0.6 FTE
CONTRACT TYPE	2 Year Fixed Term
LOCATION	85 Commercial Road, Melbourne 3004
REPORTS TO	Working Group Head, Lung Health; Senior Principal Research Fellow
DIRECT REPORTS	Nil
LAST UPDATED	January 25

## POSITION SNAPSHOT

The primary purpose of the Administration Officer role is to provide high-level, efficient, and effective administrative support to the Working Group Head, Lung Health and their team. The incumbent will be responsible for managing and coordinating activities on his behalf, with internal and external stakeholders.

## KEY RESPONSIBILITY AREAS

TRAVEL COORDINATION	<ul style="list-style-type: none"> <li>Coordinating travel arrangements and liaising with other parties</li> <li>Managing bookings (e.g. related to flights, accommodations, conferences)</li> <li>Assisting with approvals</li> <li>Coordination of payments from various sources / sponsors for travel</li> <li>Managing and reimbursing expenses</li> </ul>
GRANTS SUPPORT	<ul style="list-style-type: none"> <li>Working with Funding agencies and institutional grants management offices (Burnet and other partners)</li> <li>Assisting with the management of agreements and contracts</li> <li>Maintaining databases and tracking ethics and other relevant approvals</li> </ul>
FINANCE MANAGEMENT	<ul style="list-style-type: none"> <li>Providing financial related administrative support.</li> <li>Managing accounts / budgets, expenses and revenue</li> <li>Prepare and process expense reports and invoices and manage other financial transactions.</li> </ul>
DEDICATED ADMINISTRATION SUPPORT	<ul style="list-style-type: none"> <li>Provide dedicated administrative and logistical support to the Working Group Head, Lung Health.</li> <li>Screen and prioritize phone calls, emails, and other communications, and respond to routine inquiries.</li> <li>Coordinate and prepare for meetings, including drafting agendas, taking minutes, and preparing materials.</li> <li>Prepare and edit correspondence, reports, and presentations, and maintain accurate records and files.</li> <li>Maintain record system for confidential information and documents, such as contracts, legal documents, and financial statements.</li> <li>Provide assistance with managing Prof Guy Mark's CV and online data repositories.</li> <li>Provides assistance in producing reports and memos as needed.</li> </ul>
GENERAL ADMINISTRATION SUPPORT	<ul style="list-style-type: none"> <li>Coordinate and plan events and activities, such as conferences, retreats, and team-building activities.</li> <li>Ensuring relevant announcements and information relating to the team on the Intranet data is up to date.</li> <li>Arranging room bookings and other logistics (e.g., set-up of IT systems if required) in accordance with Burnet protocols.</li> </ul>
TRAINING	Responsible for completing all required training in line with the position / role.

## KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	A minimum of 2 years of experience in an administrative support focused role, preferably supporting executives.	Essential
2.	Excellent organizational and time-management skills, with the ability to multitask and prioritize tasks effectively.	Essential
3.	Strong communication skills, both written and verbal, with the ability to interact with internal and external stakeholders.	Essential
4.	Strong problem-solving skills, with the ability to anticipate and address issues before they arise.	Essential
5.	Demonstrated proficiency and experience in the use of software applications e.g., MS Office (Word, Excel, PowerPoint), Google software applications, etc.	Essential
6.	Attention to detail and accuracy in record-keeping and documentation.	Essential
7.	Experience working in a university or research institute including supporting grants management	Desirable
8.	Previous experience in providing finance and travel coordination support	Desirable

# About Burnet Institute

## Vision

A more equitable world through better health.

## Purpose

Create and translate knowledge into better health so no-one is left behind.

## Values

Respect, Equality, Inclusiveness, Diversity.

## Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

## What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

## Where we work



Priority countries:

**Australia | Papua New Guinea | Myanmar**

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

## Australian Institute for Infectious Disease (AIID)

Bringing together Burnet Institute, The University of Melbourne, and the Doherty Institute with funding from the Victorian Government, the AIID is a visionary initiative designed to protect Australia and the region against infectious disease and future pandemics. As part of this exciting collaboration, a newly established state-of-the-art facility will be the new home of Burnet.



## OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

## OTHER REQUIREMENTS

Evidence of full vaccination against Covid-19 will be required. The Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

<b>CONTACT TYPE</b>	<b>No Contact With Children</b>
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## ENQUIRIES

For enquiries, please contact [careers@burnet.edu.au](mailto:careers@burnet.edu.au)