



Position description

Position title:	Administration Officer
Employer:	Baker Heart and Diabetes Institute
Supervisor/Manager:	Head of the Baker Clinical Research Domain, co-Chair of the Science Faculty and Head of the Diabetes and Vascular Medicine
Date:	Feb 2024

Background

The Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility focused on cardiovascular disease (including stroke and hypertension), diabetes and their complications, such as kidney disease. We have a long and distinguished history, spanning more than 97 years with our work critical to today's healthcare challenges.

The Baker Institute is well positioned to address these challenges, with multidisciplinary teams comprising medical specialists, scientists and public health experts all focused on translating laboratory findings into new approaches to prevention, treatment and care.

Headquartered in Melbourne, with research teams based in Alice Springs, we are a key player in research, translation, education, advocacy and health promotion with a staff of more than 450 (including scientists, clinicians and students). Our senior staff represent us on a broad range of government advisory boards, from health and wellbeing to science and innovation. We also collaborate with leading international research groups as part of our commitment to assisting vulnerable communities around the world.

Funded through a diverse range of sources including competitive grants, Federal and State Governments, service and clinical income and philanthropic support, we also have commercial subsidiaries.

Diabetes and Vascular Medicine is a relatively new laboratory (since 2023) led by Professor Alicia Jenkins, an endocrinologist and researcher with clinical and basic science research skills. Professor Jenkins is also the Head of the Baker Institute's Clinical Research Domain, co-Chair of the Science Faculty and on the Research, Training and Education Committee of the Baker Institute. Her team, including many national and international collaborators goals are to:

- Representing the whole range of cardiometabolic health research, from basic research to clinical translation as well as prevention and clinical service delivery.
- Identify mechanisms of diabetes complications and treatment responses.
- Conduct clinical trials.
- To develop and utilise technology, including insulin pumps and glucose sensors in diabetes care.
- To train the next generation of biomedical researchers.

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Workplace

The Diabetes and Vascular Medicine laboratory, Clinical Research Domain and Science Faculty of the Baker Heart and Diabetes Institute has many independent functions and also links with major universities and other research institutes in Australia and overseas. This leads to a broad scope of administrative tasks involving student, postdoc, staff and honorary appointments, seed funding, major grants and collaborative research initiatives. Working closely together with the major stakeholders such as other Baker Institute teams, various Departments of the University and various hospitals is a central role.

The specific research area of Professor Jenkins includes clinical, basic and translational research in diabetes and vascular medicine, including its prediction and prevention and the use of existent and novel tools for its diagnosis/prevention and treatment.

Key job requirements, responsibilities and duties

This position provides administrative assistance to Professor Jenkins and her team.

The Administration Officer is responsible for providing high-quality administrative support (0.2 FTE) to Professor Jenkins at the Baker Heart and Diabetes Institute. This role provides outstanding administrative support, ensuring a smooth and effective workflow of the office across a wide range of clinical, research and departmental responsibilities and commitments.

This multi-faceted and challenging role involves diverse duties and will require excellent interpersonal communication, organisational and time management skills. Working in a fast-paced environment, the incumbent will use their comprehensive organisational skills and initiative to organise and coordinate the activities of the Head of the Clinical Research Domain, Co-Chair of the Science Faculty and Diabetes and Vascular Medicine Group Head, including duties and interactions with the University, Hospitals and the Baker Heart and Diabetes Institute and other national and international bodies. The nature, diversity and scope of responsibility require the frequent use of discretion, initiative, and independent judgement.

The incumbent is required to display a high level of confidentiality and discretion, independent judgement and professionalism whilst regularly interacting with internal and external stakeholders.

The Administration Officer will undertake several concurrent tasks requiring excellent organisational, prioritisation and time management skills which are critical to this position.

We foster a values-based culture of innovation and creativity to enhance research performance and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- collaboration and teamwork
- compassion
- respect
- integrity
- accountability.

Key accountabilities of the role include but are not limited to:

- Editing and assisting with scientific and administrative documents, including researching and collating of materials in preparation for various reports, submissions, proposals, meetings and other projects.

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- Provide administrative support for the successful completion of a range of projects including:
 - arranging and coordinating meetings, seminars and conferences, develop and maintain project documentation, manage project schedules and monitor deadlines.
- Correspondence with stakeholders, diary management, and organising meetings and travel bookings.
- Account keeping, credit card reconciliations, staff leave and new student processing.
- Assistance with data entry and database maintenance.
- Organising events such as conferences and seminars, including providing logistical and secretarial support.
- Assistance with ethics applications, grant and manuscript submissions and grant administration.
- Assistance with editing and producing scientific figures for reports and publications.
- Providing and updating content and managing webpages.
- Assisting with staff and honorary appointments.
- Assisting with diary management.
- Managing relationships with key partners, monitoring deadlines and responding to enquiries from stakeholders.
- Assisting with publications-related administration, surveys and newsletters, contributing to PowerPoint presentation material, and assisting with media events.
- Assisting with travel arrangements.

This role may be directed to perform other duties from time to time and it is a condition of employment that this role complies with any such reasonable requirement.

Due to the nature of the role, flexibility in work-hour arrangements may sometimes be required.

Meet statutory requirements

Maintain up-to-date and accurate knowledge in:

- OHS legislation.
- EEO legislation.
- Privacy legislation.
- Confidential Information Policy.
- Code of Conduct.
- Australian Code for the Responsible Conduct of Research.
- Intellectual Property Agreements.

Requirements of position holder

Education level

- Completion of a science or health-related degree or similar qualification; or
- Extensive experience in a related research administration position; or
- An equivalent combination of relevant experience and education/training.

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Experience

- Experienced in preparing and editing documents, writing letters, preparing presentation material, and documentation layout.

Knowledge

- Knowledge and understanding of health or scientific terminology are highly desirable.

Communication/interpersonal skills

- Excellent written communication and editing skills.
- A high level of interpersonal skills that enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to the Baker Institute.
- Demonstrated ability to participate positively in a team.

Computer skills

- Proven proficiency in the use of Microsoft Office applications, including Word, Excel, PowerPoint, and other related software.
- Experience with preparing diagrams and figures is desirable.
- Experience with web-based virtual meetings.

Attributes

- A self-motivated individual who can work independently, manage competing priorities and exercise good judgement in making decisions.
- Strong attention to detail is a prerequisite for work on scientific and executive documents.
- Excellent planning and organisational skills, including the ability to manage competing priorities.
- Ability to meet deadlines without compromising close attention to detail and accuracy.
- Willingness to take initiative and to improve and enhance existing systems and procedures.
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.
- Capable of managing stress and maintaining composure at all times.

Desirables

- Knowledge of University administration (preferably University of Melbourne and Monash University).
- Content writing for web pages.

Summary of position

This is a part-time (about 1 day a week) position for an Administration Officer for the provision of high-quality and experienced administrative support. This diverse and interesting role requires a self-motivated individual who can work independently and exercise good judgement.

As the role of the position might evolve to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position that the occupant will perform in perpetuity.

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This position description is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of the Baker Institute's performance appraisal and development process.

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders and members of the LGBTIQ+ community for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).