

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:		Position Title: ADMINISTRATION OFFICER, AUTISM RESEARCH TEAM		
Division:	Brain and Behaviour	Department:	Autism Research	
Position reports to: (role)	Professor Andrew Whitehouse			
Location: <i>include all possible locations</i>	Telethon Kids Institute, 100 Roberts Road Subiaco WA 6008			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>To provide high level administrative support to the Head of Autism Research (Prof Andrew Whitehouse) and the broader Autism Research Team. This includes extensive diary and appointment management, actioning and drafting correspondence, detailed travel arrangements, and liaising with internal and external stakeholders. The role requires a high level of attention to detail, an ability to predict needs and actions, the ability to work under pressure and excellent time management and communication skills.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured
Personal administration support to Professor Andrew Whitehouse	40	Provide general administration support to Professor Whitehouse and his personal research team at the Telethon Kids Institute, including (but not limited to): <ul style="list-style-type: none"> Assistance with responding to email and other correspondence Meeting scheduling and organising travel arrangements Other duties as directed 	<ul style="list-style-type: none"> Cohesive day-to-day functioning of Professor Whitehouse's administration duties. 	<ul style="list-style-type: none"> The timely and smooth completion of duties, and feedback from Prof Whitehouse.

Administration and operational support to the Autism Research Team	30	<ul style="list-style-type: none"> Assist with preparation for meetings, including scheduling, agenda and minute writing, and dissemination of information to relevant individuals and groups. Management of communications to the Autism Research Team from internal and external stakeholders, including taking primary responsibility for the generic office email. Develop policies and procedures for the operations of the research team. Assist the research team with administrative activities as required, including in specific research projects. Managing office requirements including printers, petty cash, stationery, study archiving. 	<ul style="list-style-type: none"> The efficient generation of clear and accurate documentation. The development and execution of transparent communication protocols. A suite of policies that guide research office activities 	<ul style="list-style-type: none"> Quality of documentation The timely and smooth completion of duties, and feedback from Prof Whitehouse and other research team members. Quality of daily briefings. Quality of policies, and how these improve the efficiency of operations. Timeliness Accuracy of Information Quality of Feedback
Accounts	20	<ul style="list-style-type: none"> Ensure that all invoices and payments are processed efficiently including following up with various department accountants and business managers to ensure invoices are actioned within a reasonable timeframe. Ensure maintenance of electronic and hard copy of the groups finance filing systems 	<ul style="list-style-type: none"> Provision of administration support to assist the Research Manager to manage study budgets within guidelines 	<ul style="list-style-type: none"> Ease of access Number of errors Feedback Data integrity Filing system easy to use and always up to date
Other strategic and operational duties as required	10	Other duties as requested by Prof Whitehouse consistent with skills, time and capacity.	<ul style="list-style-type: none"> As directed 	<ul style="list-style-type: none"> As directed

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

Relevant degree in Health Administration, Allied Health, Psychology, Science, Human Services or Business or equivalent knowledge and skills developed through professional experience.

Skills, Knowledge & Experience:	<ol style="list-style-type: none"> 1. Professional administrative skills/experience including meeting scheduling, IT systems use, and general office management. 2. Highly developed interpersonal and communication skills. 3. Demonstrated experience in the development of operational policies and procedures. 4. Proven ability to work as a member of a team as well as on own initiative without close supervision. 5. Knowledge of scientific research, including study design, data management and knowledge translation. 6. Advanced user of Microsoft Office Suite 7. Advanced organizational and time managements skills 8. Excellent interpersonal skills and telephone manner 9. Demonstrated experience with travel management 10. Demonstrated ability to work independently and set priorities 11. Demonstrated ability to manage large and varied workload and maintain motivation under pressure
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DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	Relevant university qualification
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Skills, Knowledge & Experience:	<ol style="list-style-type: none"> 1. Experience in a research, university or similar not-for-profit organisation 2. Knowledge and experience of databases (e.g. endnote) 3. Good knowledge of autism, and related research goals.
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SCOPE:

Financial accountability: Does this role have accountability for a budget? – No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	0	No. of indirect reports	0
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ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Research Focus Area
Head, Brain and
Behaviour

Immediate level of
supervision

Head, Autism
Research (Prof
Andrew Whitehouse

Other roles reporting
to immediate
supervisor

	Program Manager, Autism Research	Executive Assistant, Autism Research	Clinical Service Manager, CliniKids	Postdoctoral fellows (X 4)	A team of 20 research assistants and PhD students
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Direct reports
(role x no.)

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ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

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