



Administrative Officer

Department/Unit	Australian Regenerative Medicine Institute
Faculty/Division	Faculty of Medicine, Nursing and Health Sciences
Classification	HEW Level 6
Work location	Clayton campus
Date document created or updated	26 July 2017

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. And that's because you're not just starting your career, or taking on a bigger challenge. You're making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you'll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu

The **Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally. From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography & medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment. To learn more about the faculty, please visit www.med.monash.edu.au/

The **sub-Faculty of Biomedical and Psychological Sciences (FBPS)** is a unique discovery research precinct of the Faculty of Medicine, Nursing and Health Sciences. The Discovery Precinct is a partnership between (i) Monash Biomedicine Discovery Institute; (ii) Australian Regenerative Medicine Institute; and (iii) Monash Institute of Cognitive and Clinical Neuroscience. The mission is to carry out world-class discovery research that translates to the clinical and commercial sectors. The FBPS Discovery Precinct is home to two ARC Centres of Excellence, namely, (1) Advanced Molecular Imaging and (2) Integrative Brain Function. We are committed to an inclusive working environment with a particular focus on gender equity. Please visit www.med.monash.edu.au/biomed-psych/index.html for more information on FBPS.

The **Australian Regenerative Medicine Institute (ARMI)** is a state-of-the-art regenerative medicine research facility based at Monash's Clayton campus. The Institute is a joint venture between Monash University and the Government of Victoria. ARMI will employ a multi-centre, cross-disciplinary and highly focused approach to develop innovative clinical protocols as well as pursue rapid commercial transfer of its technologies related to regenerative medicine. At the core of ARMI strategy is the Future Scientific Leaders Program based on the model at the world- renowned European Molecular Biology Laboratories (EMBL) established throughout Europe. The program allows young scientists the freedom to pursue discovery-based research and position them to become the scientific leaders of tomorrow. In the first phase of operation, ARMI will comprise research laboratories with a suite of core facilities (tissue culture, microscopy, FACS, etc) supporting the research program. As part of its multidisciplinary approach, ARMI will work closely with the School of Biomedical Sciences, Systems Biology Institute (SBI), Monash Institute of Medical Research (MIMR) and Monash Animal Services.

Position purpose

The Administrative Officer provides a range of professional and high-quality administrative services to support the effective operation of the Office of Director and the broader ARMI staff and students. This includes implementing and undertaking event planning, scheduling and hosting to produce ARMI events, meetings and seminars, supporting the activities of the Centre for Commercialisation of Regenerative Medicine and maintaining excellent working relationships with internal and external stakeholders.

The Administrative Officer provides administrative support for projects and programs with a focus on excellence in process and judgment and provision of sound and timely advice and support.

Reporting Line: The position reports to the Director of External Strategy and the Institute Manager, under broad direction

Supervisory Responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Draw on event management methodologies to plan events from conception to delivery, including; event planning, design and production within time limits, scheduling meetings, seminars and other events, organising facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment and promotional material
2. Proactively identify risks and oversee logistical aspects relating to events and event delivery with a high level of attention to detail and the capacity to respond to last minute changes
3. Assist with a range of administrative services to the Philanthropy and Communications consultant such as; arranging appointments, travel bookings and itineraries, providing front-line services, answering telephone calls, taking messages and responding to routine enquiries, handling, collating and distributing mail, photocopying and collating papers, word-processing documents and correspondence, ordering supplies and data entry
4. Provide high levels of customer service in accordance with best practice guidelines, policy and procedure
5. Provide sound and timely advice, guidance and support to other staff, clients and stakeholders in areas of administrative and service responsibility
6. Participate in and implement continuous improvement activities relating to service practices, quality assurance and customer service excellence
7. Maintain effective working relationships with colleagues, clients and other stakeholders to support and facilitate service delivery

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a tertiary qualification in a relevant field; or
 - substantial relevant skills and work experience; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Proven experience in events planning and/or coordinating functions, visits and events

3. Portfolio of previously managed events (meetings, conferences, corporate events)
4. Excellent organisational and time-management skills, with the ability to plan and manage multiple tasks independently, meet deadlines, maintain excellent attention to detail.
5. Excellent oral and written communication, interpersonal and presentation skills, with the ability to work diplomatically with a wide variety of stakeholders and build productive business relationships.
6. Highly developed computer literacy, including experience using business software such as Microsoft Office
7. Demonstrated ability to develop, coordinate and implement creative initiatives that can be applied effectively across a range of channels and target audiences
8. Demonstrated hands-on approach to service provision and a strong commitment to excellence in customer service

Other job related information

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.