



Position Description

Position Title	Personal Assistant / Administrative Assistant
Classification	HEW 5 scale
Responsible to	GDRC Head (Professor Richard Cotton) and the GDRC Executive Officer (Heather Howard)
Area of Responsibilities	<p>The Personal Assistant to the Head of the Genomic Disorders Group will be responsible for providing high level PA and administrative support to the Head of the GDRC and to the Executive Officer of the GDRC as required from time to time. The PA to the Head of the GDRC will need to build effective relationships with the members of the GDRC and provide team support as required.</p> <p>The Genomic Disorders Research Group</p> <p>All of us have around 20,000 genes for our development and normal functioning, but it is the differences in these genes which make us unique. However, some of these differences or mutations are small disorders or faults in our genes, which can cause disease such as cystic fibrosis and cancer.</p> <p>Each of our genes can potentially malfunction in hundreds of ways, indicating that there is a possibility that things can go wrong in millions of ways. It is estimated that 2% of all babies are born with a genetic fault and 60% of us will be affected by a disease caused by a genetic disorder during our lifetime. Therefore, we need to reduce the complexity and the cost of mutation detection and information on all mutations and their effects in order to be able to facilitate early diagnosis and treatment.</p> <p>The GDRC's major role globally is the coordination of the Human Variome Project (HVP) and manages the HVP Australian Node. This international Project aims to collect all information on all genes in all countries, and this information will underpin the diagnosis, treatment and research of all diseases. Presently we have systems underway for Colon Cancer (InSiGHT/HVP Project) and Neurological disorders such as Alzheimer's and Parkinson's. In the future we will seek to have collections for Heart disease and many other cancers (including Breast cancer), along with the many rare inherited diseases. The GDRC is proud to collaborate with the world leaders in this field as only by working together can this work be possible.</p>

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Qualifications and Experience

The position requires the ability to liaise at a very senior level, dealing with those matters that an Executive must rely upon a Personal Assistant to undertake, with minimum supervision and maximum output. Clear and concise thinking, the ability to make effective decisions that can be relied upon, effective communication, numeracy and literacy skills are essential.

The incumbent will have excellent keyboarding skills. A high level of computer literacy including proficient Microsoft Word, Excel, Outlook, Publisher, PowerPoint, and Internet skills are also essential and experience in EndNote would be highly desirable although not essential. Knowledge of the requirements of an academic and scientific environment would be viewed as an advantage.

Experience in the granting process would be an advantage.

A Bachelors degree in, or an understanding of, Genetics or Biological sciences would be an advantage, however, is not essential.

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To help create one of the world's top 10 neuroscience institutes, the Howard Florey Institute, the Brain Research Institute and the National Stroke Research Institute have amalgamated to form the Florey Neuroscience Institutes (FNI). The FNI has a combined operating budget of \$30m pa and is engaged in a \$225 million project that includes the construction of two new purpose-built state-of-the-art research facilities; one in Parkville and the other in Heidelberg.

The Mental Health Research Institute and University of Melbourne will co-locate with the FNI in these new facilities. Collectively, they will combine their world-class research skills to aid in the diagnosis and development of more effective treatments for millions of Australians affected by brain disorders every year.

The new facilities at Parkville and Heidelberg will accommodate around 700 staff and students. Together with co-located occupants we will share scientific platforms and seek to improve efficiencies through shared management services.

The best neuroscientists from Australia and around the world will be attracted to these new facilities. Construction should be completed by the end of 2011.

The FNI's corporate statements of intent are:

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- Our Mission:** *To Improve life through brain research*
- Our Vision:** *To be recognised as a leading international brain research facility*
- Our Values:** *Innovation and excellence, commitment and passion, integrity and rigour, collaboration and team work*

The Position

Key Responsibilities

Coordination and Management

Provide proactive co-ordination and a full range of administrative support services for Professor Cotton , including:

- Preparation and editing of correspondence, reports, meeting minutes and presentations
- Diary management
- Co-ordination of meetings and functions (including preparation and distribution of relevant documentation) as well as assisting with catering arrangements and any other requirements.
- In conjunction with Professor Cotton, organise international and domestic business travel, including flight bookings, accommodation, planning itineraries, arranging visas, confirming conference bookings, speaking commitments, meetings and appointments.
- Maintain databases
- Create and circulate newsletters/bulletins and other publicity material.
- Assist in the organisation of international and Australasian conferences.
- Maintain efficient record and filing systems, including Prof Cotton's CV and publication output
- Assist in the preparation of grant applications.
- Participate in main reception roster duties
- Some work for the Executive Officer may be required from time to time
- Other adhoc duties, as required

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Reporting & Liaison

Reporting

- The position reports directly to Professor Cotton, Head, GDRC

Liaison

- Effectively communicate and liaise at senior executive level both within and outside the organisation and observe appropriate protocols particularly at governmental level.
- Develop and maintain an intimate knowledge of the organisation's activities, including its strategies, protocols, and reporting requirements.

Occupational Health & Safety

We all have a role to play when it comes to health and safety in our workplace. The [Occupational Health and Safety Act 2004](#) sets out responsibilities for employers as well as employees, and also provides a framework for dealing with health and safety issues. Employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others as well as co-operate with any measures introduced in the workplace to improve O.H & S and report any incidents/injuries.

Continuous Quality Improvement

Continuous Improvement is an important aspect of all our roles to ensure we assess, review and change our practices in an effort to improve our delivery of research or work processes. Each staff member needs to take an active role in promoting and generating improvement processes within their area and more generally across the organization.

Equal Employment Opportunity

FNI is an equal opportunity employer who encourages diversity in the workplace through flexible work practices and family friendly policies.

Confidentiality and Intellectual Property

An important aspect of your role is dealing with confidential information and aspects of intellectual property as such you will adhere to the Florey Neuroscience Institutes Standard Terms and Conditions on Confidentiality and Intellectual Property, as approved from time to time by the Head Business Development.



The Person

Skills and Attributes

Essential

- Superior organisational ability and attention to detail
- Excellent interpersonal skills and a mature professional approach, including showing diplomacy and tact when required
- Excellent written and verbal communication skills
- Ability to draft correspondence and reports
- Excellent Keyboarding skills
- High level Microsoft Word, Excel, Outlook, Publisher, PowerPoint, and Internet skills
- Must be able to multi-task
- Must be able to work to deadlines at short notice
- Flexible in work routine and able to prioritise
- Ability to work both independently and as part of a team
- Ability to think outside the square!
- Must be enthusiastic and have a "can do" attitude

Desirable

- Knowledge of Genetics/Biology
- Use of EndNote
- Working Knowledge of NHMRC and/or other Granting processes
- Flexibility in working hours, when necessary, would be an advantage

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Key Performance Indicators

- Timely and accurate provision of correspondence, agenda, minutes, action follow up and documentation
- Meet the required timelines as per the work being undertaken
- Ensure sound working relationships across the FNI
- Work as an effective team member and provide the necessary support to Professor Cotton as well as other members of the team
- Make sure information distributed is accurate and delivered on time
- Positive “can do” approach is displayed when asked to undertake tasks

Appraisal

An initial appraisal is conducted 4 months after appointment and on an annual basis thereafter.

I have read, understood and accept the above position description.

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Name

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Name

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Signed
Employee

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Signed
Team Leader/Supervisor

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Date

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Date