

POSITION DESCRIPTION

POSITION TITLE:	Administrative Assistant
DIVISION:	Melbourne Ageing Research Collaboration (MARC) & Research Support
CLASSIFICATION:	Administrative Assistant Yr. 1- 4, depending on experience as per NARI Ltd Enterprise Agreement, 2015
REMUNERATION:	\$58,333- \$62,804 per annum, pro rata, depending on experience plus Employer Superannuation Contribution 9.5% plus generous Salary Packaging
EMPLOYMENT TYPE:	Full time, Fixed Term 1.0 EFT (76 hours per fortnight)
CONTRACT DURATION:	Until 30 June 2019
NORMAL HOURS:	8.45 am-5.06 pm with 45 min lunchbreak

THE INSTITUTE – PLACE OF WORK

The Melbourne Ageing Research Collaboration (MARC), led by the National Ageing Research Institute (NARI), is a partnership of sixteen organisations, with support from the state government, that have joined forces to bring about systemic change to improve the quality of life of older people.

The National Ageing Research Institute (NARI) is an independent, non-profit, medical research organisation recognised internationally as a centre of excellence in gerontology and geriatrics research. Located in the grounds of the Royal Park Campus of the Royal Melbourne Hospital in Parkville, NARI is a vibrant and dynamic work environment where research is brought to life through rapid translation into policy and practice. MARC is a unique and innovative model of collaboration that aims to change practice and policy through both new and synthesised evidence by all partners working collaboratively.

POSITION SUMMARY

This is a full time position to provide administrative support in the delivery of project outcomes for the Institute. The position is part of the Research Support and MARC Divisions.

LINE MANAGEMENT

The position has a direct reporting relationship to the Division Director who is primarily responsible for overall and MARC supervision and the Manager Research Support who will be responsible for day to day Research Support supervision.

KEY DUTIES

- Provide administrative support to the MARC Director and Research Support Division
- Provide secretariat support to MARC meetings
- Coordinate MARC communications and information including MARC social media, marketing and newsletter
- MARC event management and coordination
- Coordinate and assist with MARC Community Advisory Group
- Assisting with MARC partnership development
- Assisting with NARI IT activities
- Assisting with NARI student onboarding
- Other duties as directed

QUALIFICATIONS

- Minimum: Tertiary qualifications in a relevant field

SELECTION CRITERIA

Essential

- Administrative/project coordination experience in research or health sector
- Higher level interpersonal skills, including good communication skills and an ability to work and communicate with people across all levels of the organisation
- Capable of working independently, and as part of a team as required
- Excellent written and verbal communication skills
- Ability to maintain a very high level of attention to detail
- Advanced skills in using the Microsoft suite
- Ability to prioritise and manage a flexible workload

Desirable

- Experience in the preparation and maintenance of databases
- Experience in working in a research environment

Approved:
MARC / Research Support Division Director

Date:

The employee's signature indicates having read, understood and accepted this Position Description.

...../...../2019
Employee Signature

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Employee Name (please print)