

Faculty of Health

Personal Assistant

Position No. 1000

General Information

The University of Newcastle is situated in the Hunter, New England and Central Coast regions of New South Wales and is one of Australia's leading universities - an exceptional achiever in research with an international reputation for expertise in innovative approaches to teaching and learning.

Comprising the Schools of Biomedical Sciences, Health Sciences, Medicine and Public Health and Nursing and Midwifery, the Faculty of Health is the most comprehensive health faculty of its kind in Australia and one of the most comprehensive in the world. Our degree programs, both undergraduate and postgraduate, are renowned for their student-centred approach, and emphasise the development of skills and knowledge necessary for careers in a rapidly changing international environment.

You will provide exceptional secretarial and administrative support to the Pro Vice-Chancellor of the Faculty of Health. This high-profile position requires a well-presented professional with superior communication skills who can confidently respond to both internal and external stakeholders. Your proven capacity to work independently and manage competing deadlines, will be vital to your success in obtaining this role. You will possess advanced computer skills as well as an ability to exercise tact and discretion in dealing with complex and sensitive issues.

The position is available on a full-time, continuing basis.

Position Description

ROLE:	Personal Assistant
CLASSIFICATION:	HEW Level 5
FACULTY/DIVISION:	Faculty of Health
SCHOOL/UNIT:	School of Medicine and Public Health
IMMEDIATE SUPERVISOR:	Faculty Executive Officer

Role Description

Provide high-level secretarial and administrative support to contribute to the efficient and effective performance of the Pro Vice-Chancellor (PVC) and the PVC Unit.

Supervision/Management/Leadership

Under the general direction of the Faculty Executive Officer, provide high level secretarial and administrative support to the PVC and the PVC Unit.

Task level and Typical Activities

Manage efficiently and effectively the day-to-day operations of the Office of the Pro Vice-Chancellor;

Arrange and coordinate Faculty functions, travel arrangements and visits to the Faculty by external persons and organisations;

Draft and prepare correspondence and presentations for the Pro Vice-Chancellor;

Provide administrative support for Faculty meetings and committees including agendas, minute taking and follow up activities;

Create and maintain accurate records for the office;

Undertake any other duties relevant and appropriate to this level.

Organisational Knowledge

Perform tasks/ assignments which require proficiency in the work area's rules, regulations, processes and techniques and how they interact with other related functions within the organisations;

Be familiar with, and observe the University's policy and procedures on Equity and Diversity, Managing for Performance and Occupational Health and Safety in the performance of the responsibilities of the position.

Judgement, Independence and Problem Solving

Be able to identify priorities and source appropriate information and guidelines to make informed judgements.

Selection Criteria

1. A relevant degree; or completion of an associate diploma and at least 2 years subsequent relevant work experience; or an equivalent combination of relevant experience and or education/training.
2. High level administrative/office/secretarial experience.
3. Demonstrated high level computer skills including Word, Excel, Access, Powerpoint electronic diary, and electronic mail.
4. Demonstrated ability to work effectively both independently and within a team.
5. High level organisational and communication skills (both oral and written).
6. Ability to maintain confidentiality in the workplace.
7. Demonstrated ability to maintain a professional image and deal with high profile contacts such as key members of the University, national/state boards and committees, government departments and other external bodies as required.
8. Demonstrated ability to apply initiative.
9. Understanding of the University's policies and procedures on Equity and diversity, Managing for Performance and OHS.

It is desirable that the successful applicant possess the following:

10. Familiarity with University software packages such as Spendvision, eTravel, FinanceOne and NUSTAR.
11. Familiarity with the structure and operations of the University.

Conditions and Benefits

HEW Level 5 \$47,051 to \$54,582 per annum.

Compulsory contributory superannuation is a condition of employment plus generous employer contribution of 17%.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:
<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact the Executive Officer of the Faculty of Health, Elaine Terry on (02) 49215678.

Related Links

- [Faculty of Health Webpage](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on Sunday 20 July 2008.

Note: Your application must include a statement addressing the selection criteria.

All applications must include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

Internal Applicants

Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

External Applicants

Please forward your application **by email** to: employment@newcastle.edu.au quoting the position number and position title in the subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

Do not use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team
Level 1, The Chancellery
University of Newcastle

CALLAGHAN NSW 2308
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.
You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

The University of Newcastle values [equity and diversity](#).