

Faculty of Health**Administrative Assistant****School of Medicine and Public Health****Position No. 1036****General Information**

The University of Newcastle is situated in the Hunter 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. The undergraduate medical curriculum employs an integrated problem-based learning approach. The University has a strong commitment to providing an undergraduate education experience relevant to community and rural settings.

This Administrative Assistant position is to support the discipline of General Practice, based at our Newbolds Precinct in Mayfield. The Discipline of General Practice is active in both teaching and research at the University of Newcastle. Members of the Discipline teach into all years of the BMed program, into postgraduate GP training and also into nursing and other courses.

The position is available on a part-time 17.5 hours per week, continuing basis.
The days required are Tuesday, Wednesday and Thursday and the hours are flexible.

Position Description

POSITION:	Administrative Assistant
CLASSIFICATION:	HEW Level 4
FACULTY /DIVISION:	Faculty of Health
SCHOOL/UNIT:	School of Medicine and Public Health
IMMEDIATE SUPERVISOR:	Executive Officer, School of Medicine and Public Health

Role Statement

Provide administrative support services for a Precinct within School of Medicine and Public Health in the Faculty of Health to ensure effective and efficient operation of the Precinct.

Role Description*Supervision/Management/Leadership*

Be responsible to the School Executive Officer for the provision of administrative support services to the discipline of General Practice.

Task level and Typical Activities

Provide administrative support to the Head of Discipline and the overall Precinct to enable efficient functioning of the Unit;

Provide liaison support between Precinct staff and the Head of Discipline to ensure informed decision making;

Provide administrative support to relevant meetings including the preparation of agendas, minutes and associated reports to assist the efficient functioning of the meeting;

Assist with the preparation of student timetables and education documents;

Maintain student assessment records and assist with the conduct of students' clinical assessments;

Assist with the preparation and coordination of research grant and application submissions including the preparation of budget estimates and ongoing grant support;

Liaise with and advise staff, including conjoint academics about University policy and procedures;

Maintain appropriate databases and systems for the Precinct to enable informed decision making and reporting;

Monitor operating and research accounts for the Precinct, and prepare necessary reports, to assist in the effective fiscal management of the school;

Coordinate and organise travel arrangements, according to University policy, for academic staff and visitors, as required, to ensure timely and cost effective travel;

Coordinate and control, for the Head of Discipline, the Precinct's purchasing including credit cards and associated expenses;

Process the employment of part-time and casual staff for the Precinct;

Respond to enquiries and requests from staff, university administrators and referrals from the HUBS;

Assist with the implementation of policies and procedures arising from the Faculty and School strategic planning initiatives;

Undertake any other duties relevant and appropriate to this level.

Organisational Knowledge

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

Maintain a proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.

Judgement, Independence and Problem Solving

Provide factual advice which requires proficiency in the work area's rules and regulations, procedures requiring a broad knowledge of a range of personnel and functions;

Solve problems within established parameters including make recommendations on course of action to be taken for authorisation by others.

Selection Criteria –Essential

1. Completion of an associate diploma level qualification with relevant work related experience or certificate level qualification with post-certificate work experience or an equivalent combination of relevant experience and or education/training.
2. Demonstrated knowledge and experience in the use of software applications such as Microsoft Excel, Word, email applications and the WWW.
3. Strong organisational skills including the ability to organise workflows to meet competing demands and adaptability to a range of workplace expectations and responsibilities.
4. Good interpersonal and communication skills (both oral and written).

5. The ability to work as a team member and independently with minimum of supervision.
6. Ability to maintain confidentiality in the work place.
7. Capacity to deal effectively with students from diverse backgrounds.
8. Driver's license.
9. Ability to understand and assist with accounting requirements of the unit.
10. Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and OHS.

It is desirable that the successful applicant also possess the following:

11. Familiarity with the structure and operations of the University.
12. Familiarity with corporate software systems such as NUSTAR, CTS, COS, Finance1, SpendVision, E-Travel
13. Familiarity with the teaching and research responsibilities of a School/Discipline
14. Familiarity with medical terminology.

Conditions and Benefits

HEW Level 4 \$43,288 to \$47,051 per annum.

The University will provide a basic level of superannuation to Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is also available with this appointment.

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 School of Medicine and Public Health, Ms Judy Melville on (02) 49217774 or the Head of the discipline of General Practice, Professor Dimity Pond on (02) 49686737.

Related Links

- [The School of Medicine and Public Health webpage](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on Wednesday 10 September 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](#).