

**Faculty of Health**

**Administrative Assistant**

**School of Health Sciences**

**Position No. 999**

---

**General Information**

The University of Newcastle is one of Australia's leading universities with exceptional achievement in research and the international reputation for innovative approaches to teaching and learning. It is situated in the Hunter, Central Coast and North Coast regions of NSW.

The School of Health Sciences excels in the teaching and learning of allied health professionals and has, as a primary focus, a strong clinical element within the eight undergraduate degree programs: Environmental and Occupational Health, Nutrition and Dietetics, Occupational Therapy, Diagnostic Radiography, Radiation Therapy, Nuclear Medicine, Physiotherapy, Oral Health and most recently Podiatry. The disciplines within the school achieve a balance between advancing the professional research profile of their respective areas and working together to educate future health care workers in a multi-professional health care environment.

Based at the Kanwal Medical Centre, adjacent to Wyong Hospital, you will provide reception and administrative support for the University's Podiatry Teaching Clinic.

The position is available full-time on fixed term basis for 12 months.

**Position Description**

ROLE:	ADMINISTRATIVE ASSISTANT
HEW LEVEL:	4
FACULTY:	FACULTY OF HEALTH
SCHOOL:	SCHOOL OF HEALTH SCIENCES
IMMEDIATE SUPERVISOR:	SCHOOL EXECUTIVE OFFICER

**Role Statement**

Provide administrative support to the staff in the School to ensure the efficient and effective functioning of the School of Health Sciences.

**Role Description**

*Supervision/Management/Leadership*

- Be responsible to the Executive Officer for the provision of administrative and clinic support to the Staff of the School of Health Sciences.

*Task level and Typical Activities*

- Provide assistance with patient appointments and related matters for the Podiatry Clinic;
- Liaise effectively with and provide support for the academic and general staff in relation to the planning, organisation of clinic sessions;

- Provide a wide range of high level administrative support to Academic staff in the School of Health Sciences;
- Maintain and use corporate information systems to ensure compliance with University policies and procedures and informed decision making;
- Undertake advanced word processing, spreadsheet preparation and general office management tasks as required, including establishment and maintenance of hard copy and electronic files;
- Draft documents and correspondence where necessary;
- Undertake 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, and (where applicable) in the management of others;
- Maintain a working knowledge of the work area processes and an understanding of how they interact with other related areas and processes and of the University's functions and structure.

#### *Judgement, Independence and Problem Solving*

- Exercise judgement on work methods and task sequence within specified timelines and standard practices and procedures;
- Where the opportunity arises, make suggestions and develop local job-specific systems to assist in the completion of allocated tasks.

#### **Selection Criteria**

1. An associate diploma level qualification in a relevant area with relevant work experience; or an equivalent combination of relevant experience and/or education/training.
2. Well developed interpersonal and communication skills including an ability to work positively as a team member.
3. Demonstrated computer skills with a sound level of competency in word processing, spreadsheet and database applications.
4. Ability to act with discretion and maintain confidentiality.
5. Proven high level organisational skills with ability to meet competing deadlines.
6. Ability to show initiative, exercise judgement and work independently on specified tasks.
7. Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and OHS.
8. A current Driver's Licence.
9. Demonstrated ability to interact successfully with academic staff, students and persons from a range of cultural backgrounds.

It is desirable that the successful applicant possess the following:

10. Experience working in a clinic environment.
11. Familiarity with the structure and functions of a tertiary teaching institution.
12. Previous cash handling experience.

#### **Conditions and Benefits**

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

The basic contribution for superannuation will be made by the University into Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is not 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 Health Sciences, Lynne Sutton on (02) 49215405.

Prohibited persons (i.e. those persons convicted of a serious sex offence) are not permitted to apply. A "Working with Children" Check will be undertaken on all **preferred** applicants. Please complete the [Prohibited Employment Declaration](#) and [Consent Form](#) and attach to your application. (These PDF files require software such as [Acrobat Reader](#). Alternatively, the forms can be obtained by calling (02) 4921 5266.)

## Related Links

- [School of Health Sciences 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](mailto: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](#).*