Executive Assistant (Committees)
Translational Research Institute, Brisbane

1. Background

The Translational Research Institute (TRI), based in Brisbane, is a leading Australian innovative medical research, development and translation facility. It is home to a range of cutting edge technology developments including interventions to prevent and treat human disease and provide diagnosis of early treatable disease. Situated on the Princess Alexandra Hospital Campus TRI combines the research intellect and capability of the University of Queensland, the Mater Research Institute, Queensland University of Technology and the Princess Alexandra Hospital. Housing up to 750 leading researchers and interfacing with the clinicians on the Hospital campus, and with the adjacent biopharmaceutical manufacturer, Patheon Biologics, TRI is one of a few places in the world where new biopharmaceuticals and treatments can be discovered, produced, clinically tested, and manufactured in one location. TRI is charged with interfacing scientific development with the commercial sector ensuring that scientific innovation is moved rapidly to improve patient outcomes. To this end TRI is at the interface of science, medicine and industry.

Details of research and current academic staff working at TRI can be found on TRI’s web site at www.tri.edu.au.

2. The Position

This is a full-time (12mth contract) position based at Woolloongabba, reporting to the Clinical Research Facilities (CRF) Committee Chair Professor David Theile and the Personal Development and Talent Management Committee Chair Professor Gerald Holtmann.

It is anticipated that the appointee will have extensive administrative and secretarial experience and specialist expertise in administration at a university-executive level.

3. Key Responsibilities

Primary Purpose of Position

The primary purpose of this role is to provide efficient administrative support to the CRF Committee Chair and the Personal Development and Talent Management Committee Chair.

Duties

Duties and responsibilities include, but are not limited to:

Administrative Support

- Open, process and assess incoming correspondence and communications, often of a highly confidential nature to determine appropriate action (collate background material, prepare
draft responses, and refer to relevant staff for action or advice). This includes the numbering and recording of correspondence and electronic scanning.

- Refer correspondence or enquiries for action or advice to other staff members.
- Draft correspondence/replies as required.
- Use initiative, liaise with and respond to a wide range of enquiries in person, by telephone, facsimile and e-mail from all sections of the Institute, shareholders and external bodies.
- Coordinate communications with prospective donors with tact and discretion.
- Critically review documents and reports to ensure appropriateness prior to release.
- Provide confidential secretarial support for the various Committees (meeting schedule and room bookings, papers, agenda, minutes and actions) in particular the CRF Committee and Personal Development and Talent Management Committee and their sub-committees if relevant.
- Develop and maintain accessible filing systems to ensure all correspondence, records, committee papers, etc. are readily accessible and up-to-date while maintaining confidentiality.
- Project support as required by the Clinical Research Facilities Committee Chair and the Personal Development and Talent Management Committee Chair.
- Comply with the Institute’s Code of Conduct.

Work Health and Safety

- Comply with requirements of Queensland Work Health and Safety (WHS) legislation and related WHS responsibilities and procedures developed by the TRI.

5. Selection Criteria

Experience

Essential

- A degree with relevant work related experience, or extensive administrative and secretarial experience and specialist expertise in administration at a university-executive level, or an equivalent combination of relevant experience and/or education/training.
- Experience in project work.
- Experience in organising and managing data collections utilising software tools.

Desirable

- Experience working in a university environment.
- Experience coordinating events.

Knowledge and Skills

Essential

- Highly developed written and verbal communication skills and a strong command of the English language.
- Excellent interpersonal skills.
• Highly developed organisational and time management skills with the ability to prioritise competing work demands, to work under pressure and work independently and to provide efficient administrative and secretarial support.

• Ability to draft correspondence, documents and submissions and to generate agendas and write minutes.

• Committee servicing skills, including the expertise to prepare agendas and record accurate minutes of meetings.

• High level of accuracy, analytical skills and attention to detail.

• High level computer literacy skills in email/calendar packages, word processing and databases including Outlook and the Microsoft suite (Word, Excel and PowerPoint).

Desirable

• Sound knowledge of university policies and procedures or the ability to rapidly acquire such knowledge.

• Sound knowledge of university organisation structures and functions or a capacity to rapidly gain such knowledge.

• Broad understanding of university corporate systems or a capacity to rapidly gain such understanding.

• Broad understanding of the operations and systems that underpin a university or other large organisation.

Personal Qualities

Essential

• Able to communicate effectively and deal co-operatively and diplomatically with a wide range of staff and other individuals.

• Proven ability to handle and maintain workplace confidentiality and privacy issues, exercise initiative and judgement and to work independently.