Committee Coordinator

Translational Research Institute, Brisbane

Date: February 2017

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 Queensland Government, The University of Queensland, Mater Medical Research Institute and Queensland University of Technology. TRI houses over 800 leading researchers who interface with clinicians on the hospital campus and at other Brisbane based hospitals. Patheon Biologics, an international pharmaceutical company, leases TRI’s biopharmaceutical manufacturing facility, located adjacent to TRI’s wet lab facility.

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 moves rapidly to improve patient outcomes. To this end, TRI is at the interface of science, medicine and industry.

2. Position Purpose

Reporting to the Director - Corporate Services, the primary purpose of the Committee Coordinator is to provide committee secretarial support to the various Committees at TRI. The current Committee structure is as follows:

The position is based at Woolloongabba.
3. Key Accountabilities

- Manage the key relationships with Chair and members of the Committees to the benefit of TRI.
- Provide corporate governance guidance, procedures and processes that are appropriate for the Committees.
- Provide secretarial support to each Committee, including agendas, committee papers, attend meetings, management of action items and recording minutes for distribution.
- Consult with Chair and members to ensure an appropriate meeting schedule is maintained for each Committee.
- Provide administrative support to the Committees to complete relevant action items as required.
- Provide ad hoc administration support to senior members of the TRI executive in conjunction with other senior executive administrative support staff, as directed by the Director – Corporate Services.

4. Reporting Relationships

The position reports to Director - Corporate Services of the Translational Research Institute.

The Committee Coordinator is a direct report to the Director - Corporate Services and will interface with other business units as necessary.

5. Selection Criteria

Qualifications

Preferred
Bachelor’s degree or higher from an accredited college or university in a field directly related to the administrative, management or legal duties of companies.
Certificate in Governance Practice or Graduate Diploma in Applied Corporate Governance from the Governance Institute of Australia.
Experience

**Essential**
- Experience in providing high level secretarial support to a Committee or Board.
- Experience in accurately recording Board or Committee meetings through succinct meeting minutes.
- Experience in coordinating administrative support for a number of business units, teams or Committees.
- Experience in effective time management and working with conflicting deadlines.

**Preferred**
- Experience in developing processes and procedures to guide the corporate governance framework of a board or board committee.

Knowledge and Skills

**Essential**
- Have a good working knowledge of committee procedures
- Excellent verbal and written communication skills.
- Excellent organisational capabilities.
- Ability to write concise minutes and correspondence.
- Ability to communicate effectively orally and in writing using language understandable to management and employees.
- Ability to exercise judgment and to work efficiently and effectively independently or with others.