

Position Description – Administrative Assistant

Updated 12 August 2026

POSITION DETAILS

College/Portfolio	College of Medicine and Public Health
Organisational Unit	FHMRI Eye and Vision
Supervisor (Title)	Research Associate
Classification	Higher Education Officer level 4
Employment Type	Fixed-term, part-time (0.4FTE) available until 30 June 2027

POSITION SUMMARY

Working under routine to general direction, the Administrative Assistant plays a key role in maintaining the day-to-day operations of the Australian Corneal Graft Registry (ACGR). This position involves each step in the system of ACGR data receipt, processing, coding, entry, and management. Incoming paper records are checked to detect inconsistencies in data, with clarifying information sought from contributing practitioners. As part of a small team, the Administrative Assistant will assist in the preparation, production, and distribution of reports to clients, and provide general office support.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

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Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Administrative Assistant is accountable for:

1. Undertaking administrative duties associated with the smooth operations of the Australian Corneal Graft Registry, in association with a small team of other individuals.
2. Processing incoming mail, primarily data submissions from contributing practitioners, according to a structured, detailed, and documented procedure.
3. Performing initial checks of submitted data for missing information and/or inconsistencies and following this up with contributors.
4. Determining appropriate inhouse coding for data against provided guidelines.
5. Inputting data into a computerised file.
6. Checking the validity of data entry performed by other team members and arranging for incorrect information to be corrected.
7. Scanning of paper documentation to electronic optic disc storage, including detailed file labelling.
8. Assisting with the preparation of annual reports to contributors to the Registry and to the funding body.
9. Undertaking general office duties including routine verbal and written correspondence, filing, and sending and distribution of mail.
10. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a Certificate III, Certificate V or diploma level qualification with relevant work related experience or an equivalent combination of relevant experience and/or education/training.
- Commitment to maintaining confidentiality of data, following appropriate training.
- Routine experience with data entry and the use of databases, e.g. Microsoft Access, REDCap.
- Confidence and ability in determining and assigning hierarchical categorisation in relation to documented guidelines and procedures.
- Demonstrated routine to informed problem solving ability, particularly to attend to detail and detect irregularities in data, determine what information is needed to rectify errors, and communicate this effectively.
- Demonstrated organisational skills, ability to prioritise work, and meet deadlines.
- Effective interpersonal and communication skills, with the ability to interact effectively with professional and medical staff, and stakeholders, both in writing and via the telephone.
- Demonstrated ability to work effectively in a team environment.

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