

Position Description – *Administrative Assistant*

Updated 23 May 2023

POSITION DETAILS	
College/Portfolio	College of Nursing & Health Sciences
Organisational Unit	Research Centre for Palliative Care Death and Dying (RePaDD)
Supervisor (Title)	Senior Research Fellow, CareSearch
Classification	Higher Education Officer Level 4
Employment Type	Fixed-Term, Full-Time available until 30 June 2026

POSITION SUMMARY
<p>Under routine to general direction, the Administrative Assistant will be responsible for providing day to day administration and website support to the area and will be the first point of contact for all enquiries.</p> <p>The incumbent works within the CareSearch project team.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> • 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>COVID-19 vaccination, in accordance with the Flinders University COVID-19 Vaccination Policy (2022) is a condition of employment with the University. Any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

KEY POSITION RESPONSIBILITIES

The Administrative Assistant is responsible for:

1. Processing and reconciling accounts for payment in accordance with established Flinders University procedures.
2. Providing day to day organisational and administrative support to project staff and Senior Research Fellow
3. Assist with the conduct of project meetings including booking rooms, facility hire, travel arrangements, catering and minute taking.
4. Assisting the web team in editing of the webpages.
5. Preparing reports on web statistics as required.
6. Entering data into website databases such as Grey Literature database
7. 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 diploma with relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Well-developed interpersonal skills with demonstrated ability to liaise effectively with a diverse range of people involved with the project.
- Excellent organisational and administrative skills, including the ability to work collaboratively, prioritise workload, problem solve and meet deadlines in a complex and busy environment.
- Well-developed written and oral communication skills.
- Demonstrated computer and keyboard skills with extensive experience in using the full range of Microsoft Office Suite including Excel.
- Demonstrated knowledge and experience of Basware, Spendvision and Technology One financial systems.
- Demonstrated ability to maintain databases and prepare basic reports on the contents.
- Experience in working in both the Higher Education Sector, and SA Health Sector.