

**THE LOWITJA INSTITUTE, AUSTRALIA'S NATIONAL INSTITUTE FOR
ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH RESEARCH
TRADING AS THE LOWITJA INSTITUTE**

P O S I T I O N D E S C R I P T I O N

POSITION TITLE: Administration Support officer

DIVISION: Corporate Services

SUPERVISOR: Chief Operating Officer

CLASSIFICATION LEVEL: General Services Level 4.1-5.5

SALARY RANGE: \$46,992 – \$57,617 (depending on qualifications and experience)

POSITION LOCATION: Melbourne, Victoria

ATTENDANCE & DURATION: Full-Time (12 month contract)

POSITION OVERVIEW:

The Administration Support Officer will provide receptionist support to the Melbourne head office of the Lowitja Institute as well as administrative support to the Chief Executive Officer and the Corporate Services and Communications Divisions. In addition the role will act as a central contact for Institute travel as well as being responsible for the organisation and administration of travel for all non-research program staff and events.

KEY RESPONSIBILITIES (UNDER SUPERVISION)

- Provide reception services during office hours (9.00-5.00pm)
- Provide high level administrative support to the CEO and Executive office
- Provide support to staff in the preparation of meetings, workshops, travel and accommodation
- Under the supervision of the Corporate Services Officer, enter invoice data into the financial accounting system
- Assist in the drafting of reports and letters
- Take responsibility for timely, confidential and systematic mail distribution and collection
- Undertake general office duties such as photocopying, filing and scanning
- Provide assistance in the collection and analysis of relevant information into a format for the presentation to the Board, CEO and Executive

**THE LOWITJA INSTITUTE, AUSTRALIA'S NATIONAL INSTITUTE FOR
ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH RESEARCH
TRADING AS THE LOWITJA INSTITUTE**

- Manage aspects of small projects
- Any other duties as directed by the CEO and Executive team, which are within the employee's capabilities

Selection Criteria (essential)

- Tertiary qualifications in a relevant discipline and/or several years work experience in a complex administration or corporate services environment
- Demonstrated experience in the provision of support to senior staff and committees
- Proven ability to work as a member of a team together with demonstrated people management skills and the ability to work independently when required
- Well developed written and oral communication skills, together with the ability to liaise and interact effectively with people from a variety of socioeconomic and cultural backgrounds
- Experience in working with Aboriginal and Torres Strait Islander peoples or on Aboriginal and Torres Strait Islander projects
- Demonstrated advanced computer skills including experience in all Microsoft Office programs (Outlook, Word, Excel and PowerPoint), high level internet searching skills and competency with other technology and devices including smart phones and iPads
- Ability to work under pressure and meet tight deadlines
- A commitment to the Lowitja Institute's vision of sustained improvements in Aboriginal and Torres Strait Islander health through strategic research and development

Selection Criteria (non-essential)

- Experience working in the University or health sectors

*** Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply**

For further information contact David Morgan, Chief Operating Officer, by email david.morgan@lowitja.org.au , or telephone 03 8341 5504 / 0447 812 804.