

POSITION DESCRIPTION

POSITION TITLE:	Executive Assistant.
CLASSIFICATION:	PG 5.1 - 6.5 (\$75,153 - \$94,358 p.a. full time equivalent).
ROLE:	Parental Leave Cover Full time (36.25 hours per week)
LOCATION:	Fitzroy with ability to work for home in line with Institute guidelines.

About us

The Bionics Institute is an internationally recognised, independent medical research institute that solves medical challenges with technology. We lead the world in the research and development of innovative medical devices and therapies to improve human health. Our multidisciplinary team comprises world-class scientists, engineers and researchers, and our laboratories are located in St Vincent's Hospital Melbourne, close to our clinical collaborators.

Together we transform the lives of people with a range of conditions, including Alzheimer's disease, hearing impairment, Crohn's disease, Parkinson's disease, stroke, arthritis, and diabetes.

About the role

We are seeking a highly organised, efficient, and proactive Executive Assistant to supporting two roles - our CEO and COO/CoSec during a parental leave period. This key position will be responsible for providing high-quality administrative and executive support, ensuring the smooth operation of the Executive office and the Operations team. You will play a crucial role in managing the CEO and COO/CoSec's schedules, preparing board materials, coordinating meetings, and maintaining confidential records. This is a busy and dynamic role, ideal for someone who thrives on multitasking and takes pride in delivering exceptional organisational support.

Key responsibilities:

- Assist with the preparation of Board and Board Committee papers, ensuring timely and accurate submission of information.
- Maintain Board registers and relevant information in an organised and well-maintained system.
- Update and manage the Institute's records with regulatory bodies such as ACNC and ASIC.
- Arrange and take minutes for Board and internal meetings as required.
- Perform executive administration duties to support the CEO & COO/CoSec's responsibilities across areas including Legal, IP, HR, IT, Quality, Facilities Management, and more.
- Manage diary and calendar for the CEO & COO/CoSec, coordinating meetings, appointments, and travel arrangements.

- Communicate effectively with the Institute's executives, external stakeholders, and clients, at the direction of the CEO & COO/CoSec.
- Draft presentations and other written communications as needed.
- Ensure all documentation meets organisational and legislative requirements.
- Assist with financial management tasks, including creating purchase orders, processing invoices, and reconciling expenses.
- Support the organisation of Institute functions, lunches, and dinners.
- Act as cover for other administrative support team members during their absences.
- Handle ad hoc administrative tasks as required.

Core Competencies for the Role

Task complexity – Some complexity

Work involves a number of variables which complicate the work tasks, but the position holder can overcome problems by applying own knowledge and experience within the field or position.

Knowledge required - General

Degree level theoretical knowledge, and knowledge of up-to-date professional standards and precedent.

Judgement and problem solving - Interpretative

Uses own judgement to solve problems in own work area. Can apply own skills and knowledge to assess best approach to a work task or problem. At this level, position holder is expected to start to show initiative to recommend and apply work process improvements. Has latitude to decide on work scheduling and priorities and can exercise own judgement over when to refer a matter to a higher level.

Level of supervision and independence – General

Position holder is told what outcomes are expected and when they are expected to be achieved. They can determine own priorities and some work methods and has some scope to be able to choose from established procedures to achieve work goals. Supervision is typically weekly or fortnightly where specific outcomes are reviewed.

The incumbent is expected to carry out a range of tasks that require a high level of administrative and planning skills. Whilst general direction is provided by their supervisor, the incumbent is expected to work with autonomy, be proactive and exhibit initiative and flexibility. The position has no direct reports.

Organisational relationships and impact - Strong

Position holder is able to apply their knowledge of their work area and understand the impact of their actions on other work areas and employees. Can provide advice or assistance to others based on in-depth knowledge within field of expertise. Has started to develop ability to recommend changes to processes and procedures to improve operations.

The incumbent will have well-developed interpersonal skills with the ability to work well in a team. The incumbent requires strong time management skills with excellent attention to detail and the ability to prioritise effectively.

About you

The individual will have strong interpersonal, communication and negotiation skills. They will have the ability to work autonomously, employ initiative to find solutions, prioritise and exercise discretion. They will have an excellent organisation and administrations skills with a proactive and flexible approach to work.

Selection Criteria

Essential:

- At least 3 years of experience as an Executive Assistant.
- Completion of a relevant diploma or bachelor's degree or significant relevant professional experience.
- Demonstrated organisational, analytical, and problem-solving skills with an impressive track record of meeting deadlines and responding productively to changing requirements.
- Excellent interpersonal and communication skills. This will include high level written and oral communication skills, high quality report writing, the ability to present visual and audio material effectively and to interpret information for communication with a variety of audiences.
- Demonstrated ability to build strong relationships with a wide range of stakeholders and the ability to influence and work to achieve deadlines through others.
- A strong track record of taking initiative and delivering on requirements.
- An exceptional eye for detail and level of accuracy in diary management and written communications.
- A high level of proficiency with Microsoft Office programs.
- A high level of competence in taking minutes at meetings.

Desired:

- Administrative experience working in the Australian scientific research, not-for-profit, university or a related environment.

Additional Requirements: Prior to any offer being made, all preferred candidates will be required to provide:

- a national police check via Fit2Work;
- evidence of being fully vaccinated against COVID-19; and
- evidence of holding the legal right to work in Australia with no restrictions.

Our Commitment to Diversity, Equity, and Inclusion

As our research transforms the lives of people across all walks of life, we recognise that a diverse, engaged, and united team makes us stronger.

We therefore hire qualified people from all different backgrounds and experience levels. We encourage candidates to speak with a member of our HR team if you require adjustments to our recruitment process to support you, and the type of working arrangements that would help you thrive.

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