

POSITION DESCRIPTION

POSITION TITLE	Executive Assistant & Research Operations Administrator
CLASSIFICATION	PG 6.1 - 6.5 (currently \$92,482 - \$100,105) depending on skills and experience.
ROLE	Full time (36.25 hours per week)
LOCATION	St Vincent's Hospital campus, Fitzroy with flexibility to work from home in accordance with company guidelines

ABOUT US

The Bionics Institute is an internationally recognised, non-profit medical research institute that solves medical challenges with technology.

Proudly affiliated with Swinburne University of 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 at 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, chronic pain, Parkinson's disease and arthritis.

ABOUT THE ROLE

The Executive Assistant & Research Operations Administrator provides high-quality administrative, operational, and project support to enable the effective functioning of the Institute's research portfolio. The role provides dedicated executive support to the Chief Technology Officer (CTO), including diary and meeting management, coordination of priorities, preparation of correspondence and documentation, and support for key Research activities. The position also provides administrative and coordination support across Research Operations, working closely with the Head of Research Operations and other members of the Research Operations team to support effective planning, communication, governance and delivery of Research activities.

Operating with a high degree of discretion, organisation and initiative, the role acts as an important coordination point across the Research function and between Research and other business units of the Institute.

Key responsibilities

Executive Support to the CTO

- Provide high-level executive and administrative support to the CTO, including diary management, correspondence, meeting coordination, and travel logistics.
- Anticipate the needs of the CTO by managing workflow, priorities, and key deliverables.

- Prepare and coordinate briefing materials, presentations, reports, and documentation for internal and external meetings.
- Attend meetings as required to record minutes, decisions and actions, and proactively follow up agreed actions to ensure timely progress.
- Create purchase orders, enter invoice data, and reconcile credit cards for CTO
- Co-ordinate honorary staff appointments and IT access with university partners as required.
- Handle enquiries with expediency, accuracy, and courtesy
- File management (regular archiving and maintenance of records)

Research Operations Administration

- Provide administrative support to the Head of Research Operations and broader Research operations team to support the efficient delivery of Research activities.
- Provide secretariat and administrative support for Research committees as required, including scheduling, agendas, papers, minutes, action registers and follow-ups.
- Assist with the collation and preparation of information, reports and presentations for Research leadership, Executive, Board or other governance forums.
- Maintain appropriate Research documentation, records, data, and shared information resources in accordance with Institute requirements.
- Support communication and information flow across the Research unit and between Research and other areas of the Institute.
- Coordinate Research-wide meetings, forums, seminars, workshops and other activities, including scheduling, logistics, communications and supporting materials.
- Assist with procurement, invoices, purchase orders, expense administration and other routine financial administration for the Research function, working within established Finance processes and delegations.
- Support Research workforce administration and coordination activities, working with HR and Research leaders as appropriate.
- Coordinate administrative arrangements associated with Research-related visitors.

General

- Build effective working relationships across Research, Capability and Professional Support functions to facilitate effective coordination and information flow.
- Work collaboratively with other administrative and operational staff across the Institute, providing support and coverage where appropriate.
- Maintain accurate and well-organised records and ensure administrative processes are completed in accordance with Institute policies, procedures and governance requirements.
- Exercise sound judgement in prioritising competing requests, escalating matters where appropriate and ensuring important actions and deadlines are not overlooked.
- Undertake other duties consistent with the scope and level of the position as reasonably required.

Core Competencies for the Role

Task complexity - Complex

Work requires the position holder to apply their comprehensive knowledge to tasks and activities. In some cases, at this level specialist or in-depth knowledge of operations will be required.

Knowledge required - Broad

Substantial theoretical, policy or technical knowledge, may require some knowledge of external environment such as relevant legislation and or government policies.

Judgement and problem solving - Interpretive

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 - Broad

Position holder is told at a high-level what outcomes need to be achieved by the team, when they need to be completed and who needs to be involved in achieving them. Position holder participates in decision making and operates within the broad framework of organisational policies and procedures. Supervision is typically monthly supervision, and broad outcomes are reviewed.

Organisational relationships and impact - Advanced

Position holder is able to apply a detailed knowledge of the interaction between work unit policies, processes and procedures within their own area and understand how this impacts on other work areas. Is expected to provide advice and assistance to others and to make suggestions for change to make improvements to operations. Responsibilities at this level are starting to have an impact at an organisational level, beyond own work team.

ABOUT YOU

To be successful in this role, you will be an organised, adaptable, and forward-thinking professional who takes pride in delivering high-quality support. You will demonstrate exceptional attention to detail and strong organisational skills, managing multiple tasks and priorities with confidence and composure. Analytical and resourceful, you will apply initiative and sound judgement to anticipate needs, solve problems, and maintain operational momentum across a busy and diverse portfolio.

Genuine and professional in your approach, you will build strong, trusted relationships with colleagues across the Institute and with external partners. You will communicate clearly and respectfully at all levels, demonstrating discretion, tact, and integrity in all interactions. Highly self-motivated and collaborative, you will work closely with your peers to ensure seamless coordination across the Executive offices. Your reliability, professionalism, and positive can-do attitude will make you a valued member of the Research Operations team and a key contributor to the Institute's success.

SELECTION CRITERIA

Essential

- A minimum of 5 years professional administration experience
- Previous experience working in an Executive or Personal Assistant capacity
- Excellent organisational and time management skills, with the ability to manage multiple priorities and deadlines with attention to detail.
- Documented ability to manage workflows, records, and administrative systems that ensure operational efficiency, accuracy, and compliance with quality and governance requirements.
- Proven competency in preparing high-quality documentation, including correspondence, reports, agendas, and minutes, with a demonstrated record of accuracy and attention to detail.
- Evidence of confidentiality and discretion in handling sensitive information, supported by references or prior professional context.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and digital collaboration platforms (e.g., Teams, SharePoint) used to manage communications, scheduling, and document control.

Desired

- Previous study in scientific research and/or experience working in a science research environment.

Additional Requirements

Prior to any offer being made, and at any point during employment, any of the following may be required to be provided:

- A national police check via Fit2Work or an alternative as identified by Bionics Institute.
- Evidence of holding the legal right to work in Australia with no restrictions.
- Evidence (for sighting) of any vaccinations required by the Bionics Institute under any applicable laws, rules, regulations and government public health orders or directions.

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, and we hire qualified people from all different backgrounds and experience levels.

We encourage employees to speak with your manager or a member of our HR team about the type of working arrangements that would help you thrive in your role at the Bionics Institute.