

POSITION DESCRIPTION

Title:	Administration Officer (1.0 FTE)
Group & Centre:	ANZCHOG & Hudson Institute of Medical Research
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2019
Classification	TAP 5
Date Last Updated:	September 2019

1. About Hudson Institute

The Hudson Institute is a premier Australian discovery and translation medical research institute. By unravelling the biology underlying disease the Institute uses this information for transformative and innovative solutions to major health problems.

The Hudson Institute has diverse strengths and research excellence encompassing paediatric and perinatal medicine, cancers, infectious and inflammatory diseases, endocrinology and reproductive health. Progressing our research requires a focused and directed strategy that incorporates thematic and programmatic excellence across the Institute. The Institute Centre’s coordinate their research activity to take advantage of novel approaches and new models of disease.

As the major research partner at the Monash Health Translation Precinct (MHTP) the Institute is key to the research agenda of the precinct and drives research solutions to disease, leading to better health outcomes. Sophisticated cutting edge technologies co-located with clinical and laboratory research activities in the newly built Translational Research Facility at the MHTP enable the rapid translation of breakthrough discoveries to clinical care. This co-location of the Institute alongside its partners Monash Health, one of the largest health care organisations in Australia, and Monash University, the largest tertiary education and research organisation in Australia, enable the Institute to translate research discoveries rapidly to patient outcomes. The research undertaken by the Hudson Institute addresses the major burdens of disease identified as priorities by the Federal Government and National Health and Medical Research Council and integrates its research priorities with the themes of Monash Partners, a NHMRC accredited Advanced Health Research and Translation Centre.

The Hudson Institute acts as the administrative host for the Australian and New Zealand Children’s Haematology and Oncology Group.

ANZCHOG

The Australian and New Zealand Children’s Haematology and Oncology Group (ANZCHOG) is one of 14 national Cancer Cooperative Trials Groups (CCTGs) providing clinical trial opportunities for children and adolescents with cancer and blood diseases in Australia and New Zealand. ANZCHOG is also the peak professional body for oncologists and other health professionals working in paediatric oncology throughout Australasia. The organisation has a number of disease and discipline sub-groups including the Australasian Children’s Cancer Trials (ACCT) group, which operates as the trials and research arm of ANZCHOG. ANZCHOG sponsors a number of national and international clinical

trials (including cooperative group trials, investigator-led trials and Industry-partnered trials) across the full spectrum of paediatric cancer disease groups and facilitates a broad range of research projects. From a central office located at the Hudson Institute, ANZCHOG coordinates multi-site trials at the 11 public hospitals throughout Australasia with paediatric oncology centres, and, where appropriate, at additional hospitals treating adolescents and young adults with cancer.

2. Overview of the Position

The Administration Officer will be responsible for providing administrative support to the ANZCHOG Office and will be the primary contact for ANZCHOG's internal and external stakeholders. The role will include a range of activities such as providing strong administrative support, research and project assistance, and general office management.

This role will work with a range of internal and external stakeholders and requires a highly professional and organised candidate.

3. Key Responsibilities

- Provide high-level administrative support for the ANZCHOG Office and coordinate the day-to-day administration of the Office.
- Facilitate communication between ANZCHOG Office and their stakeholders via direct query response, circulating targeted and general notifications, development of newsletters and updating the ANZCHOG website.
- Assist with the financial recording and reconciliation of expenditure for ANZCHOG's infrastructure and trial grants.
- Provide secretariat support to ANZCHOG's Group and other meetings, including organising teleconferencing, booking travel, agenda preparation, circulation of meeting documents and minuting as required.
- Assist with the preparation and submission of documentation for research grant applications as required.
- Maintain a comprehensive database for ANZCHOG membership and various Group members.
- Assist to meet post-award deliverables for individual grants managed by ANZCHOG, including tracking when reports are due, liaising with ANZCHOG staff and research staff to ensure reports are timely, accurate and complete.
- Other administrative activities as required.

4. Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	Qualifications: A business or administrative qualification is highly desirable. Previous administrative and secretariat experience in a research or health environment is essential. Strong computer literacy (Word, Excel, PowerPoint).
Supervision & Leadership	Ability to work in a small team. Ability to work autonomously and be self-directed, exercising individual judgement and initiative where required.
Knowledge	Experience in writing research reports and/or submission of funding applications is highly desirable.

Communication & Profile	Excellent communication and interpersonal skills including the ability to communicate effectively and manage relationships with a wide range of internal and external stakeholders
Judgment, Innovation and Problem Solving	Ability to multitask with significant attention to detail Ability to prioritise own workload and meet deadlines; high level of organisational and time management skills

Reports To

ANZCHOG Program and Grants Manager

5. Working Relationships

Internal

ANZCHOG staff
Hudson Institute staff
ANZCHOG Board
ANZCHOG Group representatives

External

Hospital staff including but not limited to physicians, clinical trial coordinators, research nurses, and pharmacists
Representatives from a range of government and non-government organisations

6. About the Hudson Institute

Vision and Values:

Our Vision: We strive to enhance human health and the quality of life through groundbreaking, collaborative, medical research discoveries and innovation, and ensure its direct impact on the community.

Our Mission: To capitalise on our multidisciplinary research strengths and academic and health partnerships to provide transformative and innovative solutions to major health problems.

Our Values:

Innovation: We inspire and enable world class researchers at the frontiers of science and medicine to find new and transformative solutions to people's greatest health challenges.

Collaboration: Our multidisciplinary, integrated approach creates an enriched, energetic environment that encompasses the entire lifespan; this allows our researchers and clinicians to leverage each other's knowledge to spark creative ideas and make unexpected discoveries.

Community: We care deeply about improving the health and wellbeing of people in the community and we are committed to rewarding their investment in science.

Excellence: Integrity and passion underpin our pursuit of the highest level of knowledge achieving significant outcomes whilst nurturing and inspiring the next generation of scientists.

Other relevant information:

- The Hudson Institute is a totally smoke free workplace.
- The position is subject to terms set out in the Hudson Institute Enterprise Agreement (2015), Policies and Procedures and any subsequent variation to these.
- The Hudson Institute is an Equal Employment Opportunity Employer.
- The Hudson Institute has a commitment to Occupational Health and Safety. It is a condition of employment that staff comply with all health and safety related policy and procedures and take part in activities designed to improve the health and safety of the workplace.
- It is a requirement of the position to participate in the annual Performance Planning and Review process.

7. Endorsement

Name: (Supervisor)			
Signed:		Date:	
Name: (Employee)			
Signed:		Date:	
Name: (HR)			
Signed:		Date:	