



POSITION DESCRIPTION

POSITION TITLE: Administration Assistant

POSITION LOCATION: Olivia Newton-John Cancer Research Institute

EMPLOYMENT TYPE: Full time and fixed term

POSITION CONTEXT:

The Olivia Newton-John Cancer Research Institute (ONJCRI) is an independent medical research institute located in Heidelberg, Victoria. Our mission is to discover and develop breakthrough therapies to help people live better with cancer and defeat it. Our research laboratories sit alongside patient treatment facilities to optimise collaboration between researchers and clinicians. The integration of laboratory and clinic ensures the rapid translation of scientific discoveries into clinical trials for the development of new cancer treatments, including treatments for cancers of the breast, bowel, lung, melanoma, prostate, liver, gastrointestinal and brain. The ONJCRI is a global leader in the development of immunotherapies, targeted therapeutics and personalised cancer medicine, and sponsors early phase clinical trials.

The ONJCRI is the successor to the global Ludwig Cancer Research organisation with a proud track record of a quarter century of collaborative clinical research programs with Austin Health. Much of ONJCRI's strong foundation is built on the Ludwig Cancer Research legacy and through the ONJCRI's partnership with La Trobe University as its School of Cancer Medicine, we play a pivotal role in training Australia's future generations of medical researchers.

PRIMARY RESPONSIBILITIES:

The Administration Assistant's primary role is to provide efficient, professional and confidential secretarial and administrative support to the ONJCRI's Human Resources Manager and Legal Counsel. This is a unique opportunity for the right candidate to develop specialised skills in respect of human resources and legal administration (including exposure to intellectual property management) within a research-based not-for-profit organisation. In addition, the Administration Assistant will provide admin support in relation to seminar coordination, event coordination and general office management.

We are seeking an individual who brings initiative, drive & commitment, who is detail orientated, possesses strong organisational and communication skills, embraces challenges and who prospers in working in a varied role within a collaborative, team based environment.

REPORTING LINES:

This position reports to the HR Manager and the Legal Counsel. There are no direct reports to this position.

KEY RELATIONSHIPS:



The following key relationships that are an essential component of the position include:

Internal:

HR Manager
Legal Counsel
Chief Operating Officer/Financial Officer (COO/CFO)
Director/CEO
Executive Assistant to COO and Director/CEO
Laboratory Heads/Program Heads
Professional Services/Lab Support managers and staff
Staff and Students of the ONJCRI

External:

Job Boards
Training Providers
External Legal Providers
HR Services, La Trobe University
Austin Health Human Resources Department
Recruitment Agencies (as required)

ACCOUNTABILITIES:

HUMAN RESOURCES

- **Induction/Onboarding Coordination** – management of new starter documentation, personnel files, inductions and compliance training
- **Recruitment Administration and Coordination** – uploading of adverts on job board, managing role accounts, coordinating and liaison with interview candidates
- **HR Documentation and Administration** – assisting to coordinate annual compliance training (Sentrient), annual processes including the Performance Review Process, Salary Reviews, Confidential Disclosure/Conflict of Interest, routine documentation, probationary review and associated filing
- **Reporting** – assist with the collation of monthly and quarterly reports detailing staff movements, ad hoc reports
- Update and maintain staff directory and staff leave lists on intranet
- Assist with HR projects as required

LEGAL

- **General legal administrative duties** - faxing, photocopying, scanning, filing, binding, archiving, shredding confidential papers, assist with formatting of documents, diary management and emailing from role account
- **Facilitate completion and execution of legal agreements** by signatories in accordance with ONJCRI delegation of authority
- **Ensure legal, grants and IP databases (Inteum), central filing and system records are updated** with relevant details and manage email and hardcopy filing
- **Arrange meetings/teleconferences** and associated room bookings as required
- **Notetaking** at meetings as required
- **Assist with legal and governance projects** as required

GENERAL OFFICE COORDINATION/SUPPORT

- **Seminar Coordination** - Schedule seminars (full year schedule) and coordinate speakers/host availabilities, schedules, flights / accommodation / taxi vouchers as required, coordinate communication material for seminars
- **Event Coordination** - End to end coordination and delivery of logistical support of internal social, client and philanthropic event activities
- **Professional Services Office Support and Coordination** - Managing and coordinating office stationery, supplies and consumables, and office and meeting room bookings and presentation, reception coverage as required.

AUTHORITY:

Delegated authority is in accordance with ONJCRI policies and procedures.

CHALLENGES:

The Administrative Assistant will provide timely and expert support to the HR Manager and Legal Counsel and therefore excellent time management and organisation skills are key to the success of this position. The successful candidate will need to be comfortable working within a supported but varied work environment involving a range of different platforms and systems and liaising with different stakeholders.

QUALIFICATIONS:

Previous experience in specialised administrative support role is essential.
Tertiary qualifications in a relevant discipline such as HR, legal or business studies, or previous experience in within the tertiary or research sector, is desirable.

EXPERIENCE & CAPABILITIES:

- Experience in an administrative role within a professional services environment
- Excellent interpersonal skills, and written and verbal communications skills
- High level computer competency and literacy, particular with MS Office Suite, diary management and experience with databases
- Highly ethical, discrete and confidential
- Strong commitment to quality, accuracy and attention to detail
- Ability to learn new systems, multi task and manage multiple priorities to meet deadlines
- Exceptional time management and organisational skills
- A 'can do', flexible and adaptive attitude and demonstrated ability to work both autonomously and as part of a team