



Personal Assistant

Part-Time Role (0.3 FTE) – immediate start

Position ID: 2012-VH-01 (PA)

- ***Support a medical research laboratory as they strive to improve health and well-being both locally and internationally!***
- ***Use your skills and experience to become a key resource providing excellent administrative support!***
- ***Excellent salary packaging benefits!***

Prince Henry's Institute is committed to improving health and well-being through research in the fields of reproductive health, cancer, diabetes, obesity, bone health and cardiovascular disease. Our institute is an Australian medical research organisation located in Melbourne's southeast research and knowledge precinct and fosters a cohesive team of approximately 150 scientists, students and support staff.

We are seeking an efficient and organised person to provide general administrative support to the Sex Determination and Gonadal Development and Brain and Gender laboratories, headed by Professor Vincent Harley. Support for Professor Harley will be a primary focus however the role also exists to provide support to a group of senior research officers within the group.

Duties will include providing general administrative support, making local and international travel arrangements, organising and managing meetings and assisting with ethics and grant submissions.

Using your skills and experience, including a honours degree in biology, biomedical sciences or a similar field, you will have experience in a similar administrative support role preferably in the medical research area. You will be renowned for your organisation skills and flexibility and your ICT skills including MS Word, Excel, internet and email are so well developed that they are taken for granted in your current role.

The salary level for this position will be set in accordance with your qualifications and experience and is expected to be in the range of \$52-55,000 pro rated, plus superannuation and access to outstanding salary packaging benefits.

Key selection criteria:

- Honours degree in biology, biomedical sciences or a similar field
- Previous experience in a similar role in a grant funded laboratory and/or clinical research environment
- Excellent writing skills
- Exceptional organisation skills including time management
- Knowledge of NHRMC grant related processes including RGMS software
- Knowledge of and experience in managing local and national travel arrangements preferably including conference management

Please see our website: www.princehenrys.org for a copy of the Position Description. To find out more about this exciting opportunity visit the website for each of the 2 laboratories <http://princehenrys.org/sex-determination-gonadal-development-lab> and <http://princehenrys.org/brain-gender-lab> or call Professor Vincent Harley, head of the Sex Determination and Gonadal Development and Brain and Gender laboratories on 03 9594 3244.

Apply by sending your CV and a brief cover letter addressing the key selection criteria (quoting position id: 2012-VH-01 (PA)) to hr@princehenrys.org by 8am on 3 February 2012.