



## POSITION DESCRIPTION

<b>Title:</b>	Personal Assistant
<b>Area/Group:</b>	Sex Determination and Gonadal Development and Brain and Gender laboratories
<b>Reporting to:</b>	Professor Vincent Harley
<b>Date Last Updated:</b>	11 January 2012
<b>Current Occupant:</b>	Vacant

### 1. About Prince Henry's Institute

Prince Henry's Institute is a NHMRC accredited, not-for-profit, independent medical research institute located at Monash Medical Centre in Clayton, Victoria, Australia. The Institute employs approximately 100 research staff, 20 administration/support staff and hosts 40 undergraduate and postgraduate students.

Our research involves the investigation in the fields of reproductive health, hormone action, sex determination, cancer, obesity, cardiovascular disease and bone health. The Institute works to improve the quality of life by finding and improving methods for prevention, diagnosis and treatment of a variety of health conditions.

### 2. Purpose of Position

This position provides support to the laboratory heads and others within the group together with responsibility for special projects.

### 3. Accountabilities and Responsibilities

#### Primary Responsibilities

##### General Administrative Support

- Assist with publications searches, general correspondence, photocopying, filing etc.
- Assist in the running of scientific meetings/symposia as required including preparation of agendas, bookings and catering organisation.
- Facilitation of "settling in" of visiting researchers.
- Keep schedules of leave
- Make arrangements for local and international travel including flight and hotel bookings.
- Arrange visits by colleagues, staff and students from overseas.
- Maintain and update CV's every 6 months for senior scientific staff members located in the laboratories
- Prepare CV's for grant submissions
- Assist with aspects of electronic manuscript submission
- Coordinate laboratory notebook registration tasks and assignments of Intellectual Property in liaison with Intellectual Property and Commercialisation Manager.

##### Ethics, Grants & Reporting

- Prepare non-scientific part of ethics submissions. Assist with final submission. Correspond with Ethics committee. Maintain and assist with reports to Ethics committees including annual reports, minor amendments and reports on completed projects.
- Put together non-scientific components of all grant submissions including budget and format preparation.
- Compile and prepare grant documents for final submission in liaison with scientists and Grants and Commercialisation Manager
- Communicate with granting bodies in liaison with Grants and Commercialisation Manager
- Upon request, access files of application and ongoing correspondence maintained by Grants and Commercialisation Manager

Assist with preparation of reports including mid-term and final reports in liaison with scientists and Grants and Commercialisation Manager  
Coordinate preparation of Agendas and Minutes for the OGTR  
Prepare minutes, agendas, presentations and other meeting papers  
Facilitate electronic diary management for Professor Harley including meetings, appointments, travel and other engagements  
Coordinate conference/meeting attendance including international and domestic travel itineraries, flights, accommodation, travel diaries, reimbursement claims conference registration, abstract submission, etc  
Organise credit card and out-of-pocket expense reconciliations  
Other administrative tasks as required

#### **Compliance and Legislative Knowledge**

Comply with PHI policies and procedures and relevant appropriate legislation  
Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

---

#### 4. **Working Relationships**

##### **Internal**

Professor Harley – Laboratory head  
Laboratory staff  
PHI Scientific Support staff

##### **External**

Southern Health and Monash University  
Government bodies  
Other research institutes  
Travel agents  
Liaise with other CIs and their PAs on matters relating to the NHMRC Program grant (reports, meetings etc.)

---

#### 5. **Selection Criteria**

##### **Qualifications**

###### **Essential**

BSc (hons) in biology/biomedical sciences or similar

##### **Knowledge & Skills**

###### **Essential**

Intermediate to advanced computer skills including MS Word, Excel, Internet and email.  
Excellent verbal and written communication skills  
Demonstrated time-management skills and the ability to prioritise own workload  
Knowledge and capacity to organise all aspects of detailed national and international travel itineraries

###### **Desirable**

Knowledge of medical research industry

##### **Experience**

###### **Essential**

Demonstrated experience in a similar role  
Experience producing a range of documents including letters, memos, agendas and minutes

##### **Personal Qualities**

###### **Essential**

Demonstrated ability to work under general direction with elements of independence, as part of a team and in collaboration with others  
Ability to provide efficient and organised administrative service  
Ability to interact effectively with people from a variety of cultures and on all levels  
High levels of initiative, self motivation and reliability

Ability to work autonomously and to deadlines  
Highly motivated and flexible with a practical, hands-on approach  
Ability to manage time well, without direct supervision  
Highly ethical, credible and with strong integrity

---

**Endorsement**

<b>Name:</b> (Supervisor)			
<b>Signed:</b>		<b>Date:</b>	
<b>Name:</b> (Employee)			
<b>Signed:</b>		<b>Date:</b>	
<b>Name:</b> (HR Officer)			
<b>Signed:</b>		<b>Date:</b>	