Austin Health
Position Description

Position Title: **Administration Officer**

Classification:	HS2
Business Unit/ Department:	Molecular Imaging Research Department of Molecular Imaging & Therapy
Work location:	Austin Health
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021 - 2025
Employment Type:	Part-Time
Hours per week:	24 hours - **7 months Long Service Leave Cover**
Reports to:	Svetlana Bozinovski Prof. Christopher Rowe
Direct Reports:	n/a
Date:	12/09/2024

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan here.

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our Gender Equality Action Plan we have been guided by the gender equality

principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

Position Purpose

To provide administrative research support to the Director of Molecular Imaging Research, Research Manager, senior scientific staff, and research nurses in all issues relating to the Neuroscience PET Research program. This includes administrative and financial responsibilities as outlined below.

About the Department of Molecular Imaging & Therapy

The Department of Molecular Imaging & Therapy is the largest in Australia and has three PET cameras, one of which is dedicated to brain research. It is active in the development of new scans for the early diagnosis of neurodegenerative diseases such as Alzheimer's and Parkinson's disease. The Neuroscience Molecular Imaging Research Team is currently studying areas that include beta-amyloid imaging in aging and dementia and dopaminergic neuronal imaging in Parkinson's disease. The group has active collaborations with the University of Melbourne, Florey Institute of Neuroscience and Mental Health, CSIRO, and European and US based companies.

Purpose and Accountabilities

Role Specific:

Administrative duties
- Ensure the weekly research PET schedule is accurate and consistent with the PET research calendar and the department scheduling program (Q-Planner).
- Inform relevant teams of the required tracer production on a weekly basis and of any changes to the schedule within a timely manner.
- Make patient bookings in the Q-Planner scheduling program that have been arranged by the research nurses.
- Ordering of the PET tracers in relevant ordering platforms.
- Create research participant scan bags on a weekly basis for upcoming PET scans.
- Be responsible for issuing of eTickets for taxi transports or Exit Passes with the Car-Park Manager.
- Take minutes during weekly team meeting and distribute minutes to members of the research team.
- Manage stationary levels and order equipment/ stationary/ other consumables are required.
- Assist in coordinating small functions / events / catering.
- Manage room bookings for meetings.
- Work collaboratively with colleagues, contribute to team-based tasks.
- Assist with the filing of results and reports and in the maintenance of all

record systems including electronic and manual.
- Perform other appropriate duties as requested by the Research Manager or Director of Molecular Imaging Research.

Financial duties
- Finance management of all Neuroscience research agreements which includes monthly and quarterly invoicing.
- Prepare reports for use by management.
- Maintain all expenditure is processed in a timely manner.
- Manage all staff expenditure / reimbursements.
- Provide the Molecular Imaging Business Manager and Director more detailed information regarding the research account.

All Employees:

- Comply with Austin Health policies & procedures as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

Selection Criteria

Essential Knowledge and skills:
- Previous administration experience (research or clerical)
- Experience with accounts receivable/payable
- Ability to communicate clearly and effectively in both written and verbal form.
- Well-developed organisational skills with an ability to manage time efficiently and prioritize delegated tasks.
- Work well under pressure to meet deadlines and requirements.
- Enthusiasm, willingness to learn and contribute to the research team with excellent team working skills and an ability to work using own initiative within own experience and knowledge.
- Intermediate computer skills, particularly Microsoft Word, Excel and Outlook.
- Knowledge of Medical Terminology.

Desirable but not essential:
- Previous experience with managing appointments for research participants.
- Have current Good Clinical Practice certification.

- Experience with FileMaker Pro Database program.
- Experience with Medtrak.
- Experience with QPlanner.

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website.](website)

Document Review Agreement

Manager Signature	
Employee Signature	
Date	