

# Position Description

## Executive Assistant, Academic Lead Department of Medicine, University of Melbourne

<b>Classification:</b>	HS2
<b>Business unit/department:</b>	Speciality & Statewide Services
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025 Choose an item. Choose an item.
<b>Employment type:</b>	Fixed Term Part Time Long Service Leave Cover – January to August 2026
<b>Hours per week:</b>	36
<b>Reports to:</b>	Academic Lead, Department of Medicine, University of Melbourne, Austin Health
<b>Direct reports:</b>	N/A
<b>Financial management:</b>	Budget: Nil
<b>Date:</b>	18 November 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The Executive Assistant will provide high level confidential executive and administrative support and co-ordination for the Academic Lead for the Department of Medicine, Austin Health, University of Melbourne to enable education, research infrastructure and development of clinical and research leaders that drive excellence in research and clinical care. This will require interaction with other administrative, academic, clinical and executive staff within the Department of Medicine, Austin Health and the University of Melbourne and the general community.

## About the Directorate/Division/Department

The role sits within the Division of Medical and Cancer Services at Austin Health and is physically based at the Department of Medicine of the University of Melbourne at Austin Health.

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

The Department of Medicine, Austin Health, The University of Melbourne is a large and diverse department in the Melbourne Medical School that undertakes research, postgraduate and undergraduate teaching within the University of Melbourne teaching hospitals. The Department of Medicine, Austin Health is a large research-focused node of the Department, committed to high standards of teaching, research and clinical care. The Department has major programs in fundamental and applied research, has clinical responsibilities at Austin Health and contributes significantly to the undergraduate teaching program for medical students. The research base is broad with significant funding from NH&MRC, MRFF and other competitive grant schemes. At Austin Health there are approximately 90 academic and professional staff, and over 90 students who are enrolled to pursue higher degrees from BSc (Hons), MSc, PhD and DMedSc.

## Position responsibilities

The Executive Assistant will provide high level administrative support to the Lead Academic, Austin Health.

### Communication

- ▶ Provide an interface between the senior members of the Department, Faculty, University, Austin Health, community and granting bodies and establish and maintain good working relationships in a tactful and diplomatic manner;
- ▶ Dissemination of Department, School and Austin Health communications to staff and honorary appointments (and Graduate Research students as required)

### Coordination and Planning

- ▶ Coordinate the annual promotion and performance review processes for the Department of Medicine at Austin Health;
- ▶ Coordinate the renewal and new appointments of honoraries, visitors and IT access requests as required.
- ▶ Maintain diary commitments, processing of credit card transactions, travel portal and associated travel itineraries, coordination of online processes for the Lead Academic, Austin Health and Department Manager;



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

- ▶ Secretariat support as required for Department meetings and committees
- ▶ Coordinate provision of local Department supplies utilising the online University and Hospital procurement processes.
- ▶ Support the effective running of Department events including committees, seminars, planning days, Austin Health Medical Grand Round and workshops as required;

## Information and Data Management

- ▶ Coordinate physical resources including the maintenance of Department's IT equipment and asset register, allocation of space and movement of physical resources
- ▶ Maintain curriculum vitae and publication databases

## Credentialing and Scope of Clinical Practice

N/A

## Selection criteria

### Essential skills and experience:

- A commitment to Austin Health and the Faculty of Medicine, Dentistry and Health Sciences, University of Melbourne values.
- Previous work experience in an Executive Assistant or secretarial role in the health field and working within a large complex multi-site organisation.
- Excellent written and verbal communication skills and effective interpersonal communication skills with the ability to communicate at all levels.
- Excellent time management and organisational skills with the capacity to prioritise tasks, meet deadlines and effectively balance competing demands.
- Experience with organizing meetings and events for Executive Management, including minute taking and following up actions.
- Ability to be self-motivated, maintain confidentiality and diplomacy with sensitive matters, and work effectively under pressure.
- Ability to work under limited supervision both independently and as part of a team.
- Ability to manage multiple tasks simultaneously.
- High-level attention to detail.
- Advanced skills in MS Office applications, including word processing, Excel, Powerpoint and Outlook, as well as advanced skills in using internet applications and calendar management/reminder systems.
- Ability to be self-motivated and work effectively under pressure.

### Desirable but not essential:

- Experience with preparation of scientific documents for publication and submissions.
- Competence with Endnote and re-formatting of documents and grants.
- Ability to format documents for publication and on-line submission.
- Experience with medical terminology.



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

## Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future

## **Austin Health is a child safe environment**

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**