

Title:	Specialist Officer / Executive Assistant
Group & Centre:	All
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2015
Classification	TAP 6
Date Last Updated:	June 2019

1. About Hudson Institute

The Hudson Institute is a premier Australian discovery and translation medical research institute. By unravelling the biology underlying disease the Institute uses this information for transformative and innovative solutions to major health problems.

The Hudson Institute has diverse strengths and research excellence encompassing paediatric and perinatal medicine, cancers, infectious and inflammatory diseases, endocrinology and reproductive health. Progressing our research requires a focused and directed strategy that incorporates thematic and programmatic excellence across the Institute. The Institute Centre's coordinate their research activity to take advantage of novel approaches and new models of disease.

As the major research partner at the Monash Health Translation Precinct (MHTP) the Institute is key to the research agenda of the precinct and drives research solutions to disease, leading to better health outcomes. Sophisticated cutting edge technologies co-located with clinical and laboratory research activities in the newly built Translational Research Facility at the MHTP enable the rapid translation of breakthrough discoveries to clinical care. This co-location of the Institute alongside its partners Monash Health, one of the largest health care organizations in Australia, and Monash University, the largest tertiary education and research organisation in Australia, enable the Institute to translate research discoveries rapidly to patient outcomes. The research undertaken by the Hudson Institute addresses the major burdens of disease identified as priorities by the Federal Government and National Health and Medical Research Council and integrates its research priorities with the themes of Monash Partners, a NHMRC accredited Advanced Health Research and Translation Centre.

2. Overview of the Position

Typical activities for this role include:

- Manage a small work area/group
- Provide specialized services
- Develop & maintain procedures, systems &/or equipment
- Operate specialized equipment &/or software
- Provide policy & planning advice in relation to the work area
- Service a range of committees, including preparation of agenda, minutes & correspondence
- Design & produce documents for external use

3. Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	<ul style="list-style-type: none"> ▪ A degree level qualification with relevant experience; or ▪ An associate diploma with substantial relevant work experience; or ▪ Substantial experience & specialist expertise; or ▪ An equivalent combination of relevant experience & education/training.
Supervision & Leadership	<ul style="list-style-type: none"> ▪ General to broad direction ▪ May supervise or coordinate other non-professional staff to achieve objectives ▪ Will perform work assignments guided by policy, precedent, professional standards & /or specialist expertise
Knowledge	<ul style="list-style-type: none"> ▪ Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. ▪ Employees would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected. ▪ In technical and administrative areas, have a depth or breadth of expertise developed through extensive relevant experience and application. ▪ Performs tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures, systems, processes and techniques ▪ Understands & identifies how their work impacts on other related functions ▪ Will provide interpretation, advice & decisions on procedures & protocols in the immediate work area ▪ Is able to adapt procedures & techniques as required to achieve objectives without impacting on other areas ▪ Will have latitude to develop or redefine & interpret policy and protocols so long as other work areas are not affected ▪ Has developed areas of specialist expertise
Communication & Profile	<ul style="list-style-type: none"> ▪ Prepares complex documentation & reports requiring in-depth analysis ▪ Initiates & maintains relationships with internal stakeholders ▪ Negotiates with internal stakeholders & peers to gain cooperation & achieve objectives ▪ Plans, leads & facilitates consultative processes involving difficult or sensitive issues ▪ Identifies & actively works on areas of

	professional & personal development <ul style="list-style-type: none"> ▪ Identifies key messages & information required for decision-making
Judgment, Innovation and Problem Solving	<ul style="list-style-type: none"> ▪ Designs, develops & maintains complex, procedures, systems &/or equipment ▪ Undertakes planning processes & develops proposals for plan implementation ▪ Analyses & reports on activities affecting the work area and/or data and experimental outcomes ▪ Exercises high level diagnostic skills on sophisticated equipment or systems ▪ Has discretion to innovate within own function & take responsibility for outcomes ▪ Interprets & develops policy within the immediate work area

4. Working Relationships

Internal

- Supervisor
- Administrative Staff
- Laboratory Head
- Laboratory Staff
- Scientific Support staff

External

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5. About the Hudson Institute

Vision and Values:

Our Vision: We strive to enhance human health and the quality of life through ground-breaking, collaborative, medical research discoveries and innovation, and ensure its direct impact on the community.

Our Mission: To capitalise on our multidisciplinary research strengths and academic and health partnerships to provide transformative and innovative solutions to major health problems.

Our Values:

Innovation: We inspire and enable world class researchers at the frontiers of science and medicine to find new and transformative solutions to people's greatest health challenges.

Collaboration: Our multidisciplinary, integrated approach creates an enriched, energetic environment that encompasses the entire lifespan; this allows our

researchers and clinicians to leverage each other's knowledge to spark creative ideas and make unexpected discoveries.

Community: We care deeply about improving the health and wellbeing of people in the community and we are committed to rewarding their investment in science.

Excellence: Integrity and passion underpin our pursuit of the highest level of knowledge achieving significant outcomes whilst nurturing and inspiring the next generation of scientists.

Other relevant information:

- The Hudson Institute is a totally smoke free workplace.
- The position is subject to terms set out in the Hudson Institute Enterprise Agreement (2015), Policies and Procedures and any subsequent variation to these.
- The Hudson Institute is an Equal Employment Opportunity Employer.
- The Hudson Institute has a commitment to Occupational Health and Safety. It is a condition of employment that staff comply with all health and safety related policy and procedures and take part in activities designed to improve the health and safety of the workplace.
- It is a requirement of the position to participate in the annual Performance Planning and Review process.
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6. Endorsement

Name: (Supervisor)			
Signed:		Date:	
Name: (Employee)			
Signed:		Date:	
Name: (HR)			
Signed:		Date:	