

## POSITION DESCRIPTION

**JOB TITLE:** Administrator for the Prevention focussed hub of the Dementia Centre for Research Collaboration (DCRC) 2 days a week

### PRIMARY JOB PURPOSE:

The position supports the administration of the NHMRC DCRC evidence hub on early diagnosis prevention of dementia and cognitive decline. The DCRC has three hubs in total, each with a different research focus. The administrator will work closely with the parallel administrators based in the other two hubs to ensure the smooth running both of the hub and the DCRC. The administrator will be responsible for managing all aspects of hub administration. This includes the management and tracking of projects, budgets and finance, drafting periodical financial and non-financial progress reports for other hub members, the DCRC and the NHMRC as required.

### REPORTS TO:

Prof Kaarin J. Anstey

### JOBS REPORTING TO THIS POSITION::

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### ACCOUNTABILITIES:

Under the broad direction of the Professor Anstey , the DCRC administrator will:

- Take responsibility for all administrative aspects of the DCRC early diagnosis and prevention evidence hub.
- Track and monitor research spending on the DCRC hub budgets
- Take the lead on periodic preparation of financial and progress reports for the DCRC hub.
- Liaise closely with the other two hub administrators and senior DCRC staff to deliver streamlined administration and reporting for the DCRC as a whole.
- Work with other DCRC hub members to prepare publicity material including reports, web material and reports to stakeholders as required.
- Ensure publicity and other information on the hub and flagship projects is maintained, up to date, and key outputs are logged.
- Plan, organise, attend and minute meetings relating to the DCRC as required.
- Provide general support on a range of research related matters, including coordinating team meetings, liaison with colleagues at other research nodes, organising research events, media events, visiting fellows, travel, and attending meetings, coordinating the communications to various stakeholders and organising relevant travel and events.
- Participate in workshops and professional networks across campus to develop a broad base of industry knowledge, and provide input to improve the area's research practices and processes.
- Comply with all UNSW and NeuRA policies and procedures and in particular those relating to work health and safety and equal opportunity.

- Perform other duties as consistent with the classification of the position and in line with the principles of multi-skilling.

### **CORE COMPETENCEIES/REQUIREMETNS/EXPERIENCE:**

#### **SELECTION CRITERIA:**

1. Completion of University degree in area related to health or equivalent
2. Experience in science administration.
3. Excellent organisational and interpersonal skills and the ability to interact with people effectively.
4. Experience in liaising and working effectively with a range of academic and non-academic staff.
5. Demonstrated time management skills with the proven ability to work under pressures and meet deadlines.
6. Highly developed computer skills particularly with Microsoft office software and in the use of spreadsheets.
7. Demonstrated excellent English oral and written communication skills, including the capacity to liaise with internal and external agencies, coordinate meetings, produce clear data and policy documentation, survey design, and research reports.
8. Demonstrated ability to work effectively in a team and independently with people from diverse backgrounds.
9. A demonstrated understanding of equal opportunity principles and polices and a commitment to their application in a university/research institution context.

### **KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:**

DCRC administrator reports directly to Prof Anstey and works collaboratively with a wide range of Centre, School and University staff, students and visitors and external stakeholders.

### **WHS RESPONSIBILITIES:**

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

Responsibility of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2011
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend all training sessions as required
- Do not interfere or misuse equipment provided for the health safety and welfare of persons at work

Additional responsibilities for supervisors:

- Managers and supervisors have a duty to care for the health, safety and welfare of all persons in the workplace
- Managers and supervisors must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Ensure that you and your staff attend all required training sessions