

Position Description



HARRY PERKINS INSTITUTE
OF MEDICAL RESEARCH

Position Description Overview	
Position Title	Administration Officer
Position ID Code	ADM003
Work Area, Division	Administration, Executive Administration
Reports To	Executive Assistant to the CEO and Board
Direct Reports	Nil
Award	Clerks Private Sector Award

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
This position provides efficient and professional administrative support to the Executive Administration office and exceptional customer service. This role assists the Executive Assistant to the CEO (EA to the CEO) with responsibilities in managing the CEO's office.

Position Outcomes and Key Goals
<ol style="list-style-type: none"> Contribute to an effective and seamless executive administration office by operating as a collaborative team member and providing flexible administrative, operational, and logistical support. Operate as a collaborative and efficient member of the CEO's office, providing a diverse range of high level, detail-oriented, professional, administrative support. Ensure seamless coordination and support of functions, creating a well organised and positive experience for attendees. Enhance the reputation of the Perkins by providing a welcoming and helpful experience to all visitors.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Administration Officer	1	13/02/2025	Executive Assistant to the CEO	Chief Executive Officer	Chief People Officer

Key Duties / Accountabilities

1. Provide a range of confidential administrative assistance to the Executive Administration function, including CEO's office and the Board under the direction of the EA to the CEO.
2. In collaboration with the EA to the CEO and other teams or departments as required, support various projects for the CEO's office, ensuring assigned deadlines and goals are met.
3. Proactively plan, schedule, and manage communication and logistics for a wide variety of meetings, functions, seminars and site visits hosted by the CEO in collaboration with the EA to the CEO. This will include: drafting function management plans; developing programs including liaison with researchers and laboratory staff; coordinating catering and venue set-up/pack-down as required; and facilitating video conferencing, room bookings and equipment requirements.
4. Assist the EA to the CEO to manage travel and accommodation requirements for the CEO, Board, and their visitors.
5. Record and reconcile purchases for the Executive Administration office, including CEO and Board member expenses.
6. Act as a proactive, flexible and reliable team member, undertaking flexible duties as required. This includes working closely and collaboratively with a small team of Executive Assistants and administrative staff to achieve the goals of the CEO office.
7. Assist the EA to the CEO in developing and maintaining the annual planner.
8. General administration tasks as they arise. This includes but is not limited to: supporting intranet content; updating corporate distribution lists; facilitating video conferencing, room bookings, and equipment requirements; logistics support for internal and external engagement functions; and professional general front office administration and operational support.
9. Complete other duties as requested by supervisor and/or manager.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Certificate IV in Business Administration or an equivalent level of knowledge gained through a combination of other education, training and/or experience.
2. Previous experience in an administration position.
3. Strong customer service focus and interpersonal skills to provide support and interact professionally and effectively with a range of stakeholders.
4. Strong verbal and written communication skills, including the ability to draft and format documentation and correspondence.
5. Strong administrative, organisational and planning skills, including professionally support functions, with the ability to successfully balance competing priorities and meet deadlines with high level of attention to quality and detail.
6. Demonstrated ability to work effectively as part of a team as well as the ability to work independently when required.
7. Demonstrated ability to maintain discretion and sensitivity when dealing with confidential matters.
8. Intermediate competency in Microsoft Office 365.
9. Possess a current Western Australian 'C' Class Driver's Licence.
10. Satisfactory National Police Certificate.

Special Requirements

1. After-hours work is required in this position to support meetings and functions.
2. This position provides leave relief cover for the EA to the CEO, including supervision of Administration Assistant as required.
3. This position provides leave relief cover for the Administration Assistant as required.

Key Working Relationships

1. EA to the CEO.
2. Administration Assistant (Executive Administration).
3. Executive Assistants.
4. Facilities Management.
5. CEO, Board Directors and Executive Team.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.