

Position Description



HARRY PERKINS INSTITUTE
OF MEDICAL RESEARCH

Position Description Overview	
Position Title	Executive Assistant
Position ID Code	OPS020
Work Area, Division	Assigned Work Area and Division
Reports To	Assigned Executive. This may include the Chief Engagement Officer, Chief People Officer, Chief Operations Officer, Chief Financial Officer, Deputy Director (and by extension, Research Program Leads).
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
Executive Assistants provide a high level of executive and administrative support to Executive position holders to optimise their time and enable them to meet their individual, team, and organisational goals and priorities efficiently and effectively.

Position Outcomes and Key Goals
<ol style="list-style-type: none"> Enhance the efficiency of Executives by providing a range of high-level administrative support. Support Executives to meet their priorities and goals by effectively planning and organising work, managing schedules, and coordinating the preparation, activities, and outcomes of meetings through best practice executive support skills.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Executive Assistant	3	18/02/2025	Chief Engagement Officer	Chief People Officer	Chief People Officer

Key Duties/Accountabilities

1. Provide a range of high level, confidential administrative assistance to Executives.
2. Manage and schedule Executive calendars and prioritise their daily tasks, ensuring efficient time management.
3. Monitor and manage communication channels on behalf of Executives. This includes acting as a point of contact between Executives and their internal / external stakeholders and drafting/distributing correspondence.
4. Monitor and manage Executive workload by prioritising and scheduling tasks, including via work/project management tools (e.g. Teams, Asana, Trello etc.).
5. Coordinate meetings and associated outcomes as required, including: scheduling; organising logistics; and preparation, drafting, distribution and facilitation of agendas, minutes and actions, including for Operational Executive meetings (C4), Research Leadership meetings, various Committees, team meetings and seminars.
6. Manage travel and accommodation requirements and prepare associated documents for Executives, their team and their visitors.
7. Record and reconcile all purchases paid using corporate credit cards.
8. Assist with the preparation, collation and review of reports for Board and Committee meetings.
9. Assist in managing and tracking various projects, ensuring deadlines and project goals are met, collaborating with other departments or teams as required.
10. Complete other duties as requested by managers including any special projects or other business requirements.

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

1. Certificate IV in Business Administration (or similar) or equivalent knowledge gained through a combination of education, training and/or experience.
2. Previous experience in a similar role successfully supporting Executive positions.
3. Excellent verbal, written, and interpersonal communications skills with the ability to interact professionally and effectively with a range of stakeholders.
4. Well-developed administration, organisational and planning skills and the ability to manage multiple priorities and meet deadlines with a high level of attention to detail.
5. Demonstrated ability to work both collaboratively in a team environment with a flexible approach to duties and independently when required.
6. Ability to solve problems under pressure while remaining calm.
7. Strong ethical standards and the ability to handle sensitive and confidential information with discretion.
8. Proficient in a range of computing skills and platforms; in particular, Microsoft 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. Executive Assistants will typically support at least two Executives, depending on their workload.
3. The Executive Assistant supporting the Deputy Director will also support Research Program Leads and provide high-level administrative and coordination support to the Program Seminars.
4. This role will provide leave coverage for other Executive Assistants as required.

Key Working Relationships

1. Assigned Executives and their teams and stakeholders.
2. Executive Team.
3. Executive Administration Team.
4. Other stakeholders as required.

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.