

POSITION DESCRIPTION – Professional Services Staff For levels 1 to 5

Position Title: Administrative Assistant: Southern Highlands
 Level: 3/4
 Faculty: Faculty of Science, Medicine and Health (SMAH)
 Department: School of Medicine (SOM), Graduate School of Medicine (GSM)
 Location: GSM Southern Highlands (Bowral)

Primary purpose of the position:

Under the supervision of the GSM's Placement Facilitator, Southern Highlands, perform administrative functions to support the Clinical Associate Dean Southern Highlands Hospitals and other senior GSM staff including the Academic Leader; Community Based Health Education. Provide admin support for the GSM Office and Student Accommodation Facility in the region, and also provide necessary back up to the Placement Facilitator with respect to coordination of clinical placements in local hospitals, medical practices and community health facilities in the region.

This position works closely with all other members of the Community, Primary, Remote & Rural Team specifically and with the other GSM Professional Staff generally in the provision of a high level of administrative support for all staff, students and other community stakeholders.

Position Environment:

The Faculty of Science, Medicine and Health (SMAH) is one of UOW's five faculties and incorporates the Schools of Chemistry, Biological Sciences, Earth and Environmental Science, Nursing and Midwifery, and the School of Medicine incorporating the Graduate School of Medicine (GSM). The School of Medicine offers the MBBS as well as courses in Exercise Science and Rehabilitation, Nutrition and Dietetics, Medical and Health Sciences and Health Sciences (Indigenous Studies). This structure provides opportunities for cross-disciplinary teaching and research. The GSM aims to graduate excellent medical practitioners with a commitment to patient-centred, evidence-based, reflective and cost-effective medical practice, who have the capacity and desire to contribute to the enhancement of health care for persons in all geographic settings, but particularly in regional, rural and remote communities. The medical curriculum covers a diversity of content, encompassing biological and social sciences, clinical medicine, law, ethics, research and critical analysis, and personal and professional development. This provides a variety of opportunities for involvement in curriculum delivery for academic staff working alone and in interdisciplinary teams. The GSM operates primarily on two campuses, located in Wollongong and Shoalhaven, as well as in numerous rural sites throughout NSW.

Major Responsibilities:

Tasks	Percentage of Time
1. Assist in maintaining student records, and preparation and recording of claims for student reimbursement and practice incentive payments for GP practices. Assist in coordination of student housing and study facilities, including maintaining and checking asset registers and coordinating cleaning and maintenance. Assist in the tracking of Bachelor of Medicine Bachelor of Surgery Alumni and maintaining effective data records.	70 %

<p>2. Provide administrative support to the Regional Academic Leader, Clinical Associate Dean and Academic Leader; Community Based Health Education based in the Southern Highlands region, including scheduling of meetings and appointments, and other correspondence as required.</p> <p>As GSM Phase 3 Committee Secretary, support the Chair and the Committee members in their responsibilities. This will include preparation of agendas and minutes, maintaining up to date TORs, close liaison with the Committee Chair with respect to the Committee Schedule and attending to all follow-up action.</p>	30 %
<p>3. As required, under the direction of the Placement Facilitator: Southern Highlands, coordinate the placement activities of students within the region; including maintaining placement records and distributing education materials.</p>	As Required / Ongoing
<p>4. Work with other SMAH staff to contribute to the development and maintenance of positive relationships with students, clinicians and community in support of general School and Faculty activities.</p>	Ongoing
<p>5. Observe principles and practices of Equal Employment Opportunity, and have WH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document.</p>	Ongoing

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Activities for this role are directed by:

Academic Leader: Community Based Health Education via the
Manager: Community, Primary, Remote & Rural
Placement Facilitator: Southern Highlands

Position Reports to:

The position supervises the following
positions:

Nil

Key Contacts / Relationships for this Position & Frequency of Contact:

Contact / Group:	Frequency of contact:
Academic Leader: Community Based Health Education	Daily
Placement Facilitator: Southern Highlands	Daily
Manager: Community, Primary, Remote & Rural	Regular
Curriculum Manager	Regular
Rural Infrastructure Coordinator	Regular
Academic Staff and Clinicians based at Southern Highlands	Regular
Professional Staff: Community, Primary, Remote & Rural	Regular
Associate Dean: Community, Primary, Remote & Rural	As Required

Selection Criteria: Knowledge & Skills

Essential:

- Demonstrated skills in the use of Microsoft Word; Excel and PowerPoint.
- Demonstrated customer service focus.
- Demonstrated organisational and administrative skills with a high level of accuracy in written communication.
- Ability to communicate professionally, effectively and sensitively with a range of people.
- Ability to show initiative and work with minimum supervision.
- Ability to work in a dynamic and changing environment.

Selection Criteria: Education & Experience

Essential:

- Higher School Certificate.
- Completion of business training at TAFE level or equivalent qualifications and experience.
- Experience in prioritising competing demands with the ability to remain flexible and calm.
- Demonstrated experience in playing a positive role in a team.

Desirable

- Knowledge of medical terminology

Personal Attributes

Demonstrated understanding of and enthusiasm for the mission of the School and Faculty.

Special Job Requirements:

The occupant of this position will be required to complete a performance planner annually, with biannual reviews together with the Placement Facilitator: Southern Highlands.

The appointee will be based at the Southern Highlands (Bowral) GSM Hub but may be required to travel or accompany staff on business within the region. They may also be required to accompany staff outside of the region on occasion to confer with other GSM staff or attend meetings.

Participation in the UOW MyTimekeeping Procedure for levels up to and including level 7 is available to the occupant.