

A more equitable world through better health.



POSITION DETAILS

TITLE	Administration Officer
CLASSIFICATION	Professional Level 4.4: \$77,096 (pro-rata) per annum + super + salary packaging
TIME FRACTION	0.6 - 1.0 FTE (Flexible)
CONTRACT TYPE	12 Month Fixed Term
LOCATION	The Alfred Centre, 99 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Working Group Head, Vector-Borne Disease and Tropical Public Health (VBDFPH) Working Group
DIRECT REPORTS	Nil
LAST UPDATED	May 24

POSITION SNAPSHOT

The Administration Officer will provide administrative support to a range of VBDFPH projects and activities delivered in the Pacific. The incumbent will work closely with the Head of the VBDFPH, Project Managers and Project Officer in an administrative capacity. The role will be integrated into the Burnet Admin Team and provide executive administrative support to the Head of the VBDFPH working group in their capacity as Program Director of Health Security.

KEY RESPONSIBILITY AREAS

LEADERSHIP SUPPORT & GENERAL ADMINISTRATION	<ul style="list-style-type: none"> • Provide administrative support to the Head of VBDFPH working group in their capacity as the Program Director of Health Security at Burnet such as calendar management, meeting document preparation, travel arrangement. • Contribute actively to the Burnet Admin Team by attending regular meetings, trainings, and by coordinating their office and WFH days to align with key personnel and colleagues. • Provide administrative and operational support to Health Security and Pandemic Preparedness Program and VBDFPH Working Group activities, such as meetings, workshops, and conference attendance. • Arrange/book meetings, take meeting minutes, and summarise key action points for circulation. • Organise travel arrangements for consultants and staff including booking flights, accommodation, arranging medical checks, insurance, security briefings, visas, PNG medical and nursing registrations etc. • Support mobilisation and demobilisation of all personnel relocating. • Support overall VBDFPH Working Group to establish and maintain key policies & procedures. • Support migration of filing system to of 365 including filing and archiving • Other administrative support to Project Managers and Working Group Head as required.
PROJECT ADMINISTRATION SUPPORT	<ul style="list-style-type: none"> • Maintain tracking tools for project implementation including the development of project templates. • Input key project information into VBDFPH Working Group and PNG program tracking Systems. • Support collation of documentation and evidence for audits, reviews, reporting and accreditations
STOCK MANAGEMENT & PROCUREMENT	<ul style="list-style-type: none"> • Support the procurement of medical laboratory and primary healthcare supplies for international projects, liaising with technical and non-technical project staff to ensure an efficient project supply chain. • Coordinate and oversee international shipments of medical laboratory and primary healthcare supplies for international projects. • Ensure compliance with all import / export regulations in both Australia and PNG. • Maintain relevant procurement and shipping documentation. • Identify opportunities for logistics optimisation within the VBDFPH working group, including procurement

	and shipping processes.
FINCANCE SUPPORT	<ul style="list-style-type: none"> Process payments & reimbursements for project teams in Melbourne and PNG to Liaise with finance staff in Melbourne and PNG to track VBTPH payments. Manage the credit card expenditure acquittals for VBTPH working group head and implement efficient financial record keeping.
TRAINING	<ul style="list-style-type: none"> Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Minimum two years experience in a similar role.	Essential
2.	Experience in providing administration support to complex projects or Executives, such as managing emails, calendars, preparing meeting document, and arranging travel.	Essential
3.	Experience and understanding of financial systems and processes, including the coordination of credit card acquittals, invoice and reimbursement processing.	Essential
4.	Highly developed organisational skills with the ability to prioritise tasks and meet deadlines.	Essential
5.	Excellent interpersonal skills, including ability to engage with a diverse range of people.	Essential
6.	Experience with procurement systems or ordering and shipping of equipment and consumables.	Desirable
7.	Experience in public health research or in the not-for-profit sector.	Desirable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Bringing together Burnet Institute, The University of Melbourne, and the Doherty Institute with funding from the Victorian Government, the AIID is a visionary initiative designed to protect Australia and the region against infectious disease and future pandemics. Establishment of a new state-of-the-art facility which will be the new home of Burnet is expected to be operational by 2027.



OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

The Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

No Contact With Children

ENQUIRIES

For enquiries, please contact Project Managers Paul Daly (paul.daly@burnet.edu.au) & Alexa Murray (alexa.murray@burnet.edu.au)