Administrative Officer (Murdoch)

School of Medicine
Fremantle Campus

Candidate information pack
notredame.edu.au
ABOUT THE UNIVERSITY OF NOTRE DAME AUSTRALIA

The Objects of the University are:

a) the provision of university education, within a context of Catholic faith and values; and

b) the provision of an excellent standard of –
   i) teaching, scholarship and research;
   ii) training for the professions; and
   iii) pastoral care for its students.

The University of Notre Dame Australia is a private Catholic university with over 700 staff providing an exceptional educational experience to over 12,000 students across our Broome, Fremantle and Sydney campuses.

Degrees and courses are offered in: Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy and Theology.

The University has sought to create an environment where staff and students feel part of a community, welcoming people from all backgrounds regardless of their faith. As a Catholic University, Notre Dame is committed to the pastoral care of staff and students.

The University seeks to recruit outstanding people who understand and respect our Objects, and have the skill, experience, qualifications, drive and persistence to pursue them. We expect our staff to be committed to excellence, to be creative, resourceful, self-initiating, and caring of each other and their students.

The University has a focus on educating the whole person and in forming our students intellectually within the context of the integration of faith and reason.

We achieve this through providing a liberal arts education in the Catholic intellectual tradition. As a young and innovative university, we are dedicated to providing a personal service to our students and adopting a caring approach to learning. Providing high quality university teaching, and professional work experience opportunities are critical to preparing our students for life and great career.

Integral to our success is our staff. We greatly value their loyalty to the University, our students and their commitment to striving for excellent results.

We look forward to welcoming you to our unique Notre Dame community.

For more information about Notre Dame, working for a Catholic university and our Staff Benefits visit notredame.edu.au/about/employment
**POSITION DETAILS**

Position title  Administrative Officer (Murdoch)  
School/Office  School of Medicine  
Location  St John of God Hospital, Murdoch  
Employment type  Part-time (0.6FTE), Maximum-term (ending 8 January 2021)  
Remuneration  $47,497 pa (Level 5), inclusive of $41,476 salary pa, 13% superannuation and 17.5% annual leave loading  
Closing date  23 January 2020  

**About the role**
The position of Administrative Officer (Murdoch) is located in St John of God Murdoch Hospital and is responsible for supervising the duties of hospital based administrative staff, as well as providing administrative support to Hospital Coordinators and academic appointees at St John of God Hospital Murdoch.

**Enquiries about the role**
For further information about the role, please contact Christina Dyt, School Manager, School of Medicine on Christina.Dyt@nd.edu.au / (08) 9433 0182.

**How to apply**
Submit your application to jobs@nd.edu.au

Applicants are expected to address all selection criteria in their application and have current and valid work rights in Australia.

For further information on how to prepare your application visit notredame.edu.au/about/employment/how-to-apply

Aboriginal and Torres Strait Islander people are encouraged to apply.

*The University of Notre Dame Australia seeks to increase the diversity of our workforce to better meet the different needs of the University and its stakeholders and to improve equal opportunity outcomes for our staff.*
DUTY STATEMENT

The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position is accountable to the Notre Dame Hospital Coordinators on a day-to-day basis and reports to the School Manager.

The duties of the position include, but are not limited to:

1. providing administrative support to the Hospital Coordinators and any other Notre Dame academic appointees in the St John of God Murdoch Hospital;
2. supervising the duties of hospital based administrative staff, including but not limited to:
   i. being the first point of contact and dealing with any issues or problems;
   ii. ensuring that hospital information is up to date, e.g. orientation manuals for students, contact details of mentors and teachers and timetabling;
   iii. organizing regular meetings with hospital based administrative staff;
   iv. being the point of contact between site administrative staff and clinical coordinators; and
   v. ensuring that all staff are familiar with University and School procedures relating to students.
3. assisting in the collation, preparation and supervision of timetabling and general academic and other information for the Notre Dame medical students attending the St John of God Murdoch hospital;
4. coordinating the application and monitoring of Health Information Network (HIN) Intranet passwords for students in all public hospitals;
5. acting as the primary contact in the St John of God Murdoch hospital for medical students and providing them with the necessary information about the hospital and its processes;
6. acting as the primary contact in the hospital for School of Medicine, Fremantle staff;
7. liaising with School of Medicine, Fremantle staff regarding any issues affecting Notre Dame staff and students in the hospital;
8. liaising with the appropriate officer at the hospital regarding any organizational issues between Notre Dame and the hospital;
9. providing support to the Administrative Officer (Fiona Stanley Hospital) during peak periods, periods of leave and at other required times;
10. ensuring compliance with Occupational Health and Safety standards and guidelines including identifying, assessing and controlling health and safety risks in the workplace; and
11. other duties as required by the School Manager, or delegate.
ORGANISATIONAL CHART

SELECTED CRITERIA

Essential

1. Supportive of the **Objects** of Notre Dame as a Catholic University.

Qualifications and Experience:

2. Completion of a Diploma qualification with relevant work and supervisory experience; and/or an equivalent combination of relevant experience and training.

3. Demonstrated experience working without supervision.

Knowledge, Skills and Abilities:

4. Excellent organisational skills with the ability to meet deadlines, set and achieve goals and establish work priorities.

5. High level of attention to detail with the ability to maintain confidentiality, exercise initiative, tact and sound judgement.

6. Well-developed interpersonal, oral and written communication skills including the ability to work as a member of a team, liaise with other staff members and interact with a diverse range of people whilst maintaining a strong focus on high quality service.

7. Demonstrated experience and skills with Microsoft Word, Excel and Outlook, internet browsers, and web-based applications. PeopleSoft experience would be highly regarded.

Desirable

1. Previous administrative experience in the tertiary education sector with an exposure to health terminology.