

Position Title	Administrative Support Officer
Group/Portfolio	Griffith Health
Classification	HEW Level 4
Position Number	00064109
Reports To	Administrative Support Officer, Clinical Trial Unit
Employment Type	Fixed Term

1.0 Position Purpose

Under general direction, this position is supporting CTU management and staff by providing reception duties, as well as administrative and operational assistance for the day-to-day running of the unit.

2.0 Eligibility Requirements

- The occupant of this position will hold an associate diploma level qualification with relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Provide general administrative support, including ordering stationery, catering and routine procurement, managing photocopier and room bookings, organising meetings, building access, facilities and IT requests, taxi vouchers, clinic room supplies, laundry and waste collection, and visitor, including patient and clinician, parking.
- Respond to/refer general enquiries and undertake daily reception duties including check in for visitors and trial participants
- Assist in managing the flow of information; establishing and maintaining administrative systems, including spreadsheets, information systems, registers, online booking systems, procedures and databases; record management/filing; preparing routine and ad hoc correspondence; undertake minor updates of web content.
- Manage generic email accounts and calendars; assist with onboarding of staff, organisation of events, activities and mail-outs
- Manage diary, travel and accommodation bookings, participant sustenance, liaise with other areas within the University, and provide administrative support to staff, management, selection panels and committees as needed.
- Assist in monitoring budget expenditure, undertake financial transactions using the University's finance systems (e.g. payment and invoice requests,

credit card reconciliations) and support CTU participant payments (e.g. bank detail tracking, updating payment trackers)

- Support HR processes by raising online casual and sessional engagements, advert requests and appointment forms.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the **Leads Self/Others** section of our [Capability Development Framework](#).