

Position Title	Research Support Officer
Group/Portfolio	Griffith Health
Classification	HEW 5
Position Number	00063996
Reports To	Business Development Manager
Employment Type	Fixed Term

1.0 Position Purpose

The primary focus of this roles is to provide high quality administration support for staff of The Hopkins Centre within Menzies Health Institute Queensland at Nathan and Princess Alexandra Hospital. This position is responsible for the day-to-day operations and supporting other research related tasks.

2.0 Eligibility Requirements

- The occupant of this position will hold a minimum of an associate diploma qualification and at least two years relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Provide administrative support as needed (e.g., ordering stationery, catering and routine procurement, managing room bookings, organising meetings, building access, asset and space management and assisting visitors).
- Manage generic email; assist with organisation of events, activities and mail-outs; maintain website content and use desktop publishing to produce presentations, and spreadsheets and charts to prepare high quality reports and papers.
- Effectively and efficiently manage human resource support, including People and Wellbeing endorsed recruitment processes for casual sessional engagements and direct appointments.
- Assist staff 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.
- Provide administrative support to working parties/ad hoc committees as needed.
- Support the organisation of events and workshops.
- Coordinate on-boarding on new staff and HDR students as required.

- Organise travel, accommodation, itineraries and support interstate and international visitors as required.
- 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 as assigned by the Business Development Manager.
- Support 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 section of our [Capability Development Framework](#).