

POSITION DESCRIPTION

POSITION TITLE:	Administration Assistant
POSITION NUMBER:	5939
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Business Manager GTH - 2599
CLASSIFICATION LEVEL:	PAT4
SALARY RANGE:	\$73,938 - 79,582 per annum, pro rata
STATUS (FTE):	Up to 0.6FTE
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	None
INDIRECT REPORTS:	None
SPECIAL PROVISIONS:	Ability to obtain and maintain a current Working with Children Check (OCHRE card) and National Police Clearance.

ABOUT MENZIES:

Menzies is a national leader in research and education and works to improve health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research knowledge through genuine and effective partnerships with communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Global and Tropical Health Division is committed to tackling key areas of public health concern in the Asia Pacific and beyond, including malaria, tuberculosis, and bacterial infections, as well as non-communicable diseases of global significance, maternal and child health, and nutrition. There is a focus on translational research (from benchtop to bedside, evidence to policy, policy to practice) and we shape our research programs through close collaboration with a diverse range of healthcare providers, policymakers and researchers from the tropical North of Australia, the Asia Pacific, and beyond. Our aim is to find meaningful and relevant ways to improve the health of people in the regions we work in.

Under the direction of the GTH Business Manager, the GTH Administration Assistant will provide administrative support to the Division Leader and Leadership group, the Division Business Manager and the broader GTH team. The Administration Assistant will enable effective administration of divisional priorities and will also contribute to Menzies education, training, and other relevant initiatives.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Provide administrative support to the GTH Leadership Group, including maintenance of GTH records and support for GTH communication initiatives including a bi-monthly newsletter.
2. Managing a broad range of office and administrative activities including updating intranet pages, preparation of event and news articles, maintenance of divisional records including seating plans, new staff introductions and onboarding activity.
3. Assist the Division Leader, Business Manager and project managers in the planning and delivery of GTH meetings, activities and events.
4. Provide administrative support for meetings including the preparation of calendar invitations, room bookings, online meeting set up, minute taking and document filing.)
5. Provide high level written and verbal reports and lead the preparation of divisional meeting presentations.
6. Ensure the timely and efficient processing of income and expenditure transactions for GTH divisional accounts using TechOne and other organisational systems.
7. Reconcile corporate credit card expenses and prepare staff reimbursements in compliance with Menzies Policy and Procedures.
8. Advise and, and where required, assist with travel and accommodation arrangements for GTH staff in compliance with Menzies Policy and Procedures.
9. Assist with organising events for GTH staff including training, workshops, new staff onboarding and induction including booking venues and facilitating online meetings.
10. Work closely with corporate services staff including Operations to support day-to-day department office management and support, including (but not limited to) assisting supervisors and other internal stakeholders, organising meetings and answering telephone inquiries.
11. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation, along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
12. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Completion of a diploma or a certificate level qualification with post-certificate relevant work experience or an equivalent combination of relevant experience and/or education/training.
2. Proven administrative skills, including undertaking the preparation of calendar invitations, room bookings, online meeting set up, minute taking and document filing.
3. Provide high level written and verbal reports and lead the preparation of divisional meeting.
4. Demonstrated organisational and planning skills, the ability to prioritise workloads and to work independently, with minimal guidance in a fast-paced environment whilst achieving results and meeting tight deadlines.
5. Ability to establish and preserve productive partnerships with external stakeholders and to nurture effective working relationships with the GTH leaders and project teams.
6. Strong communication (verbal and written), negotiation and liaison skills, especially in a cross-cultural setting and the ability to interact effectively with people from diverse cultures.
7. Thorough understanding of MS Office applications and the ability to assess complex information from multiple sources and draw logical conclusions.

8. Ability to work under routine supervision as part of a multidisciplinary team, developing organisational and time management skills, and contribute to timely achievement of project activity and other deadlines whilst maintaining confidentiality.
9. Willingness to learn, continuously improve and to respond positively to feedback and supervision.

Desirable:

1. Experience in events coordination along with planning and implementation of initiatives within departmental strategies.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources
DATE: 04/02/2026

PAT 4		
PACKAGE COMPONENT	Minimum Value PAT 4/1 (\$)	Maximum Value PAT 4/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 4)	73,938	79,582
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	10,351	11,141
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,488	1,602
Total Salary Package	94,246	100,794