



**POSITION TITLE**  
**POSITION DESCRIPTION**

**INSTRUCTIONS:** Press the tab key to move through the grey areas and type your information. This form is to be used to outline the duties for a professional staff position, based on the Classification Standards Policy ([Professional Staff](#)).

<b>Position Title:</b>	Personal Assistant	<b>Position Number:</b> 4486	<b>Faculty/Division:</b> Health Sciences
<b>Classification:</b>	HEO4	<b>No. Direct Reports &amp; Highest Classified Position:</b> N/A	<b>School/Branch:</b> Population Health & Clinical Practice
<b>FTE:</b>	<b>Reports to: (Title)</b> Head of School	<b>Fixed</b> <input checked="" type="checkbox"/> <b>Continuing</b> <input type="checkbox"/>	<b>Discipline/Unit:</b> School Office
<b>Position Summary:</b>	Under general direction the Personal Assistant is responsible for providing a full range of confidential executive support to the Head of School.		
<b>Position Characteristics:</b>	<b>Scope</b>	<p>The School of Population Health &amp; Clinical Practice is one of six schools in the Faculty of Health Sciences.</p> <p>The School of Population Health and Clinical Practice consists of the seven disciplines/units;</p> <p>Discipline of General Practice;</p> <p>Discipline of Nursing;</p> <p>Discipline of Public Health;</p> <p>Spencer Gulf Rural Health School,</p> <p>Medicine, Learning and Teaching Unit;</p> <p>Centre for Military and Veterans' Health;</p> <p>Yaitya Purruna (Indigenous Health)</p> <p>and is linked with a number of significant organisations for example the Joanna Briggs Institute, Adelaide Health Technology Assessment, the Data Management and Analysis Centre and the Occupational and Environmental Health Laboratory</p>	
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>▪ Head of School and Associate Heads</li> <li>▪ Executive Dean and Faculty managers</li> <li>▪ School Operations Manager and Business Manager</li> <li>▪ School and Faculty Academic and Professional staff</li> <li>▪ Central University services – HR, Property Services, ITS, Student support and systems etc.</li> <li>▪ External stakeholders and alumni</li> </ul>	



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<p><b>Key Responsibilities and Outcomes</b></p> <p>Describe the key responsibilities and outcomes required for the role in the normal course of work</p>	1	Secretarial support	<ul style="list-style-type: none"> <li>Ensure a high level of secretarial support and administrative assistance to the Head of School</li> <li>Manage, coordinate and prioritise the diary for the Head of School</li> <li>Coordinate and overs a confidential filing system in relation to both staff, finance and general records</li> <li>Coordinate and organise travel for the Head of School as required</li> </ul>
	2	School Executive Committee support	<ul style="list-style-type: none"> <li>Provide a high-level administrative support for the School Executive Committee including taking minutes, distribution of agendas and related documentation and assist with follow-up action</li> </ul>
	3	Clerical support	<ul style="list-style-type: none"> <li>Assist with the management, coordination and processing of correspondence through the School Office including the preparation of draft letters, memos, email and other documentation maintaining confidentiality at all times</li> </ul>
	4	Coordination and organisation of school functions	<ul style="list-style-type: none"> <li>Coordination and organisation of school functions including catering, room bookings and set up for events</li> </ul>
	5	Clerical functions and basic office duties	<ul style="list-style-type: none"> <li>Provide support functions including photocopying and collation of documents, maintaining filing systems, updating circulation lists, dealing with general enquiries and administrative support, working cooperatively in a small team environment</li> </ul>
<p><b>Criteria</b></p>	<p><b>Capabilities and Behaviours</b></p>	Communication	<ul style="list-style-type: none"> <li>Conveys ideas clearly to others, both verbally and in print</li> <li>Co-operates with others, shares relevant information and seeks information from others as required</li> </ul>
		Continuous learning	<ul style="list-style-type: none"> <li>Open to learning new skills and ideas and takes part in learning opportunities.</li> <li>Contributes ideas towards continuous improvement of processes and service.</li> </ul>
		Service focus	<ul style="list-style-type: none"> <li>Responds promptly to the needs of the client even when under pressure.</li> <li>Maintains clear and appropriate communications with the client.</li> <li>Demonstrates active listening and questioning skills to identify client needs and issues.</li> </ul>
		Team work	<ul style="list-style-type: none"> <li>Works effectively in a team environment.</li> </ul>



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	<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Knowledge and experience with office procedures and committee structure and procedures</li> <li>▪ Demonstrated ability to give excellent attention to detail and manage high volume tasks efficiently and accurately</li> <li>▪ High level organisational/administrative skills, including the ability to prioritise and manage work</li> <li>▪ Well developed interpersonal skills including both written and verbal communication skills</li> <li>▪ Ability to exercise judgement and use initiative</li> <li>▪ Ability to interpret policies and procedures</li> </ul>
	<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ A tertiary level qualification with relevant work experience; or an equivalent combination of relevant experience and/or education and training</li> <li>▪ Demonstrated experience in Microsoft Office Suite of products</li> <li>▪ Advanced computer skills</li> </ul>
<p><b>Occupational Health, Safety and Welfare Requirements</b></p>	<ul style="list-style-type: none"> <li>• All Supervising staff are required to implement and maintain the University's OH&amp;S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.</li> </ul>	
<p><b>University Expectations</b></p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;</li> <li>• Participate in the Performance Development Review Process which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions;</li> <li>• Perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• Familiarise themselves and comply with the University's Occupational Health and Safety, Equity and Diversity and other relevant University Policies and procedures.</li> </ul>	