

Job Description



Position Title	Administration Officer	Level	A
Reports to (role)	Business Manager	Career Stream	Program
Team	Strep A Vaccines		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Administration Officer provides high-quality administrative and operational and governance support to the Strep A Vaccines Team. Reporting to the Business Manager, the role coordinates governance activities, supports program operations, manages stakeholder engagement processes, and contributes to the efficient delivery of program objectives.

The position exercises a high degree of initiative and judgement, managing competing priorities while supporting senior leaders, committees and key internal and external stakeholders. The role also contributes to continuous improvement of administrative systems, processes and governance practices across the program.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Administrative Support	- Provide high level administrative and operational support to the Strep A Vaccines Team Project Lead, Business Manager and Program leadership. - Manage diaries, correspondence, meeting arrangements exercising discretion and judgement when prioritising competing demands. - Assist with purchasing and procurement processes, including raising purchase orders and liaising with suppliers. - Support corporate credit card reconciliations by coordinating receipts and documentation. - Coordinate travel, accommodation, visas, and conference registrations in line with Institute procedures. - Coordinate seminars, meetings and events, including room bookings, catering and video/teleconferencing including attendee communication.	- Timely, accurate and professional support provided administrative tasks. - Effective coordination of meetings, travel and events. - High quality and professional documentation produced. - Accurate records maintained in line with Institute requirements. - Purchasing and reconciliation tasks completed correctly and on time. - Positive feedback from the Program Leadership and stakeholders

	• Coordinate onboarding and induction of new staff and students. • Develop and maintain effective administrative systems, records and processes to support efficient program operations. • Identify opportunities for process improvement and contribute to the ongoing enhancement of administrative practices across the program.	• Continuous improvement opportunities identified and implemented.
Governance Support	• Prepare agendas, reports, briefing papers, presentations and meeting documentation. • Provide high-quality secretariat support including scheduling meetings, taking minutes and maintaining action registers. • Coordinate with Program Leadership governance actions and decisions, monitoring to ensure timely follow-up and reporting. • Maintain governance and committee documentation, including terms of reference, membership lists and records of decisions. • Monitor governance actions and decisions, ensuring timely follow-up and reporting • Support the preparation of reports for program leadership, funding bodies and governance groups. • Ensure governance activities align with The Kids policies, research governance requirements and funding obligations. • Act as a key point of contact for internal and external stakeholders in relation to committee and governance matters.	• Governance documentation prepared accurately and on time. • Committee actions monitored and completed within agreed timelines. • Governance records maintained and audit-ready. • Effective stakeholder relationships maintained. • Positive feedback from committees and program leadership.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Institute policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought.

ESSENTIAL CRITERIA

Qualifications:

A tertiary qualification in a relevant field, or equivalent experience in administration/office support.

Essential Skills, Knowledge & Experience:	• Demonstrated experience in an administrative, executive support, program coordination or governance support role. • Experience supporting senior leaders, committees, advisory groups or governance bodies. • High level organisational and time management skills and maintain a high level of accuracy and attention to detail. • Ability to manage confidential and sensitive information appropriately. • Excellent written and verbal communication skills, including the ability to prepare professional correspondence, reports and stakeholder communications. • Strong interpersonal skills with a demonstrated ability to build productive relationships and work collaboratively with diverse internal and external stakeholders. • Proven ability to work independently, show initiative, identify opportunities for improvement and contribute to efficient and effective business processes. High level proficiency in Microsoft Office applications.
Desirable Skills, Knowledge & Experience:	• Experience working in a research, academic, health or medical environment.

DIRECT REPORTS	N/A
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Approved by:	Business Manager
Date approved:	09.06.26
Reviewed by P&C:	09.06.26