

## POSITION DESCRIPTION

**Position Title:** Administration Coordinator

**Location:** Melbourne

**Employment Status:** Full time contract (1 July 2021 – 30 June 2023)

**Reporting Relationships:** General Manager Clinical Programs, Research and Innovation

**Date:** 2021

### PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the Administration Coordinator role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

### SECTION 1

#### OUR VISION

Lung Foundation Australia enables life-saving lung health and lung cancer research, and champions programs so that Australians with lung disease and lung cancer can live their best life.

#### OUR MISSION

By 2030, Lung Foundation Australia will be recognised as one of the world's most innovative and effective lung health charities and a fearless leader of lung health and lung cancer policy, programs and research.

#### STRATEGIC PILLARS

- Healthy lungs for all
- Australia's lung health research funding incubator
- Impactful and meaningful lung disease programs and support
- Valuing our people
- Purposeful leadership and ethical governance.

#### THE LUNG FOUNDATION VALUES

The Lung Foundation operates under the principles and respect for the law and system of government, respect for people, integrity, diligence, and efficiency. Our values are represented by **BE FAIR**

- **Bold** | be proactive and take risks that achieve our Mission.
- **Entrepreneurial** | be focused on outcomes and strive to find new ways of working, remembering we are profit-for-purpose.
- **Fair** | be equitable and work in the interests of all our stakeholders, particularly patients and their carers.
- **Agile** | be responsive and proactive to create positive change.
- **Innovative** | be inventive and find new ways of doing things that achieve our Mission.



- **Respectful** | be honest and work hard every day in every way – we are funded by the community they should expect nothing less.

## **OUR TEAM**

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia aspires to be an Employer of Choice. In 2020, the Foundation was named Non-Government Organisation of the Year and The Voice Project's Best Place to Work. Before applying we encourage you to learn more about our Mission and impact by reading our [Annual Impact Report](#).

We operate from three offices Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace. We are fortunate to be supported by a team of dedicated volunteer patients and care givers, health care professionals and medical researchers.

As our organisational impact grows with increased government and community funding so does our team and our army of volunteer supporters. Over the next three years the Lung Foundation is anticipated to increase its headcount from 32 to over 50 as new offices are opened and new projects are commenced.

Lung Foundation Australia strives to create a workforce that reflects the diversity of the Australian community. We recognise the important knowledge and skills Aboriginal and Torres Strait Islander peoples bring to the work we do focused on lung health. We welcome applications from Aboriginal and Torres Strait Islander peoples as well as people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity.

## **SECTION 2**

### **PURPOSE OF THE ROLE**

The Administration Coordinator role is to effectively manage the operations of the *Lung Health Competency and Education Framework for Health Professionals* project as well as provide comprehensive administrative support to the Melbourne Lung Foundation Office and General Manager Clinical Programs Research & Innovation.

### **ROLE DETAILS**

This role is a full-time contract position based in the Melbourne Lung Foundation Office.

### **SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)**

#### **Qualifications:**

#### **Experience:**

- 3-5 years' experience in an office manager/coordinator/PA/administration role

#### **Attributes, Knowledge and Skills:**

- Well-rounded interpersonal skill set with the capacity to build strong team relationships and contribute to a positive team spirit and office culture.
- Highly self-motivated and proactive, efficient in the implementation of administrative duties.
- Excellent telephone manner and customer service skills.
- Attention to detail and excellent organisation skills.
- Demonstrates initiative, integrity, and adaptability.
- Ability to provide reliable administrative support working with diverse team members.
- Ability to prioritise administrative duties, organise and manage work for self in an environment with multiple, competing demands.
- Capacity to balance the need to operate independently with working cross-functionally across teams in various geographical locations.
- Strong interpersonal, verbal communication and presentation skills and an ability to build and maintain positive working relationships with colleagues and stakeholders at all levels.
- Ability to confidently troubleshoot, problem solve and initiate process improvements.
- Ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly
- Demonstrated proficiency in Microsoft Office 365 suite including use of programs (Word, Excel, PowerPoint), apps (Planner, Teams), Email (Outlook preferable), Internet software packages and Zoom.
- Knowledge of Salesforce advantageous.
- Basic IT knowledge and troubleshooting skills.

As part of your induction process you will be required to undertake the following:

- National Police Check
- Working with Vulnerable Persons Check

## KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

Key Areas of Responsibility	Performance Indicators
<p><b>Contribution to implementation of the Lung Health Competency and Education Framework for Health Professionals Project Plan.</b></p>	<ul style="list-style-type: none"> <li>• Provide administrative support to the Project Manager to manage workload and activities and ensure the smooth operation and delivery of project activity.</li> <li>• Identify, anticipate and prepare information required of the Project Manager for meetings, appointments, presentations and follow up on internal and external requests for information, outstanding reports, correspondence etc.</li> <li>• Attend project-related teleconferences and meetings as required.</li> <li>• Provision of support to coordinate project meetings including polling members, calendar management, preparation of meeting agendas and minutes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prompt and positive engagement with internal and external project stakeholders to support achievement of defined project milestones.</li> <li>• Support the Project Manager and team as required, to develop communications, reports and manage bookings.</li> <li>• Timely communication regarding any issues of concern to Project Manager and implementation of risk mitigation strategies as instructed.</li> </ul>
<p><b>Office administration</b></p>	<ul style="list-style-type: none"> <li>• Regular liaison with Brisbane Office Manager to ensure consistency in implementation of operational policies and procedures across Lung Foundation offices.</li> <li>• On request, arranging appointments and/or events and booking meeting rooms and catering.</li> <li>• Collaboration with other teams, as required, to coordinate events based in Melbourne.</li> <li>• Oversight of office IT systems and engagement with suppliers/service providers on behalf of Melbourne office for support requests.</li> <li>• Maintain accurate and up to date Salesforce data for General Manager and Project Manager and run reports as necessary.</li> <li>• Liaise with phone network provider on behalf of Melbourne office for support requests</li> <li>• Order cartridges for printers and resolve any functional problems with service provider.</li> <li>• Purchasing general office equipment and supplies.</li> <li>• Monitor, respond to and re-direct emails and phone calls as appropriate.</li> <li>• Greet office visitors.</li> <li>• Ensure compliance with legislative and Lung Foundation Australia WHS policy.</li> <li>• Ensure office compliance with Lung Foundation Australia COVID-19 business continuity plan.</li> <li>• Support the General Manger Clinical Programs Research and Innovation to manage office budget and expenditure.</li> <li>• Process invoices via SAGE Intaact system.</li> </ul>
<p><b>Research Administration</b></p>	<ul style="list-style-type: none"> <li>• Contribute to documentation of established processes as per Grants and Awards Policy.</li> <li>• Development of grant templates as per Lung Foundation Style Guide.</li> </ul>

	<ul style="list-style-type: none"> <li>• Accurate and consistent management Grants and Awards program documents and files via Sharepoint.</li> <li>• Oversee timely opening and closing of grant application periods as per established schedule via Lung Foundation website.</li> <li>• Management of research email inbox to accept grant applications and respond to enquiries.</li> <li>• Support grant application assessment process by coordinating reviewers and associated file management.</li> <li>• Management of onboarding of research alumni, including arranging annual training sessions, as required.</li> <li>• Coordination of award reporting via Researchfish platform, including management of submission windows and engagement with award recipients to ensure timely reporting.</li> <li>• Process invoices associated with awards via SAGE Intaact system.</li> <li>• Accurate data entry in Lung Foundation Compliance Schedule ensuring accurate records across Grants and Awards Program.</li> <li>• Preparation of reports as directed by General Manager.</li> </ul>
<p><b>Continuous quality monitoring and improvement</b></p>	<ul style="list-style-type: none"> <li>• Developing, implementing and evaluating new administrative systems.</li> <li>• Lead the development and documentation of standard operating procedures for the Melbourne Lung Foundation office in alignment with organisational policies.</li> </ul>
<p><b>Team contribution and effectiveness</b></p>	<ul style="list-style-type: none"> <li>• Represent the Melbourne office on the Lung Foundation People and Culture Committee.</li> <li>• Work synergistically within and across teams of Lung Foundation</li> <li>• Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation values – BE FAIR.</li> </ul>

**SECTION 3**

**REPORTING RELATIONSHIPS**

This role has two reporting lines:

1. Project Manager (*Lung Health Competency and Education Framework for Health Professionals Project*) for all project-related matters.
2. General Manager Clinical Programs Research & Innovation for all office and research administration matters.

**EXTERNAL RELATIONSHIPS**



The Administration Coordinator will work proactively to connect and maintain positive relationships with project stakeholders, clinical committees, relevant professional organisations and networks.

#### **SECTION 4**

##### **PERFORMANCE APPRAISALS**

Performance review and career development discussions will take place six monthly with the General Manager Clinical Programs Research & Innovation for

#### **SECTION 5**

##### **ACCEPTANCE OF POSITION DESCRIPTION**

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the Administration Coordinator position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

\_\_\_\_\_  
(Employee name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager  
Clinical Programs, Research & Innovation.

\_\_\_\_\_  
Date