

Role Description			
Position Title:	Executive Assistant (EA)	Employee Name:	TBA
Group:	NeuRA, Professional Services	Level:	N/A
Status:	Part-time (0.6 FTE, days negotiable)	Location:	Margarete Ainsworth Building, Randwick
Reports to:	Executive Officer (EO)	Positions reporting to this role:	n/a
Position Overview			
<p>The Executive Assistant (EA) is a new part-time position created to support the management team of the Institute. As directed by the Executive Officer (EO), this role will provide support to leadership team including the CEO and the Executive Director</p>			
Neuroscience Research Australia (NeuRA)			
<p>Neuroscience Research Australia (NeuRA) is a leading independent medical research institute whose vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research. NeuRA has world-class research facilities and is based at Randwick in Sydney on the same campus as founding partners UNSW and South Eastern Sydney Local Health District (Prince of Wales Hospital) and a number of other institutes.</p>			
NeuRA's Vision and Mission			
<p>NeuRA's vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research.</p>			
NeuRA's Values			
<p>NeuRA's values are the essence of the organisation – they are the principles that we live by and are at the core of everything we do. Our values are: Excellence, Innovation, Human Impact, Respect, Integrity and Collaboration.</p>			
Key Responsibilities			
<ul style="list-style-type: none"> • Diary Management: Organise internal and external meetings, ensuring effective time management. • Correspondence: Prepare and respond to correspondence on behalf of leadership when necessary, ensuring timely and appropriate communication. • Document Preparation: Prepare confidential documents, including letters, references, and reports. • Leadership Support: Work closely and effectively with management to keep them well-informed of upcoming commitments and responsibilities (e.g., scheduling, task prioritisation). • Internal Communication: Act as a liaison, communicating directly and on behalf of management with the Professional Services team, research and fundraising staff, and others concerning management initiatives. • Committee Management: Oversee the activities of committees, including the Research Committee, ensuring timely generation of meeting papers, minutes, and adherence to deadlines. • Financial Processes: Manage financial tasks such as timely payment of invoices and reconciliation of credit card expenses, in compliance with organisational policies. • IT Account Management: Coordination of IT accounts for non-academic staff. • Events: Support with event management e.g., donor visits, events, CEO events. 			

<ul style="list-style-type: none"> • Executive Officer Coverage: Provide coverage for the EO during periods of leave. • Other Duties: Undertake additional responsibilities as required, commensurate with the role. 	
Measures of Success (outcomes and deliverables)	
<ul style="list-style-type: none"> • Efficient scheduling with minimal conflicts. • Accurate, professional preparation of confidential documents. • Leadership stays informed and supported in prioritising tasks and meeting deadlines. • Clear, timely communication across teams, ensuring alignment with leadership initiatives. • Timely generation of papers and minutes, with adherence to deadlines. • Timely, accurate processing of financial tasks, in compliance with policies. • Smooth setup and renewal of IT accounts. • Seamless continuation of duties during EO's leave. • Flexibility in handling additional responsibilities. 	
Core Competencies, Requirements and Experience	
Essential:	Desirable:
<ul style="list-style-type: none"> • A track record of experience in EA/PA roles, including providing support across leadership teams • Well-developed IT skills including MS Office, Teams/Zoom • Strong time management skills and ability to prioritise workload • Robust attention to detail (particularly in correspondence) • Demonstrated high level communication skills • A flexible, courteous and discreet personality 	<ul style="list-style-type: none"> • Qualifications in business administration • Experience working within an academic environment
Relationships and Interactions	
Internal:	External:
<ul style="list-style-type: none"> • Chief Executive Officer • Executive Director Professional Services • Executive Officer • Researchers • Professional Services - Fundraising, Communications, People and Culture, Finance, Facilities, IT and Compliance teams 	<ul style="list-style-type: none"> • Precinct partners, particularly SESLHD, UNSW and RHIP • Suppliers and vendors • External legal counsel
Performance Reviews	
All managers are expected to set quarterly KPIs and review progress on a monthly basis with their staff to ensure they are being supported to excel in their role.	
Occupational Health and Safety	
All workers at NeuRA must familiarise themselves and comply with NeuRA general Policies and all NeuRA Work Health and Safety Policies.	
Responsibilities of all workers:	
<ul style="list-style-type: none"> • Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2011 • Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace • Attend all training sessions as required • Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work 	

Additional responsibilities for supervisors: (PCBU)

- Persons Conducting a Business or Undertaking (PCBU) i.e., managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions

Diversity

NeuRA is an Equal Employment Opportunity Employer. We are committed to promoting equality of opportunity and eliminating discrimination in all our employment policies and practices.

NeuRA acknowledges the traditional custodians of the lands on which we work, and extends respect to all Elders past, present, and emerging.

Right to Work

You must have the right to live and work in Australia for the duration of your appointment at NeuRA.

Privacy Notification

The collection and handling of declarations and personal information relevant to your employment or appointment will be consistent with the requirements of the Privacy Act 1988.

Changes

Changes to this role description may be made from time to time to suit the requirements of the organisation.