

Role Description			
Position Title:	Facilities, Engineering & Building Services (FEBS) Administrator	Group:	Facilities, Engineering & Building Services (FEBS)
Reports to:	Facilities, Engineering & Building Services (FEBS) Manager	Positions reporting to this role:	N/A
Position Overview			
To provide assistance to the Facilities, Engineering & Building Services (FEBS) team in the day to day building operations in an administrative support capacity. This position would also be required to assist with reception coverage duties when required.			
Neuroscience Research Australia (NeuRA)			
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.			
NeuRA's Objectives			
"Our vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research."			
NeuRA's Values			
Our values are the essence of our organisation – they are the principles that we live by and are at the core of everything we do. NeuRA's values are: Excellence. Integrity. Inclusion. Openness. Impact			
Key Responsibilities			
<ul style="list-style-type: none"> • Provide administrative support and assist the Facilities, Engineering & Building Services (FEBS) Team with day to day building operations; • Act as the backup/secondary receptionist and provide reception coverage as required. This will generally be limited to lunch time reception coverage, occasionally full reception coverage when the primary receptionist is on leave; • Assisting the FEBS team with concurrent projects, including space planning, staff & research group relocations, office closures/openings, refits and other miscellaneous projects as directed by the FEBS Manager; • Manage the administration & communication to end users of service requests through the work management system (JIRA) ensuring the resolution of issues and correspondence to enquiries is performed in a timely and effective manner; • Providing and maintaining a safety conscious working environment that eliminates or minimises risks to staff, including undertaking routine inspections of NeuRA buildings, office spaces & research critical environments; • Support the routine maintenance & management of contractors, this includes maintaining the 52-week Maintenance (PPM) Planner, record keeping of service documentation, insurances, contractor inductions & SWMS. Supervision of contractors may also be required; • Assist the FEBS team with the management of events, venues & general room bookings; • Creation of purchase orders & invoice processing for the FEBS team while working closely with the NeuRA finance & accounts payable department; • Other duties commensurate with the role, as reasonably required 			

Core Requirements and Experience

Experience & Skills

- Computer Competencies including Microsoft Office, Microsoft Excel or other relevant programs.
- It is desirable to have experience with contractor management systems (CMMS) JIRA in particular.
- Well-developed customer service, interpersonal and communication skills
- Some understanding of Financial Processes and Procedures, E.g. Accounts Payable, Accruals, P&L Reporting, Cost Analysis

Competencies

- Attention to detail.
- Ability to work to tight deadlines.
- Personable and customer service oriented.
- Excellent written and oral communication skills.
- Able to work as part of a team and support the organisation.
- Flexible attitude.

Performance Reviews

All full and part time paid staff will undergo a Performance Review with their supervisor annually to ensure they are being supported to exceed in their role. This Position Description will be used to inform the Performance Review.

Workplace Health and Safety Responsibilities

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

Responsibilities of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2017
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend and complete 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 managers and supervisors:

- Managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- Managers and supervisors 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, and present.

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.

Acceptance

I have read and understood the requirements of the role and expectations outlined in this Role Description

Name:

Signed:

Date: