Position Description

PROFESSIONAL SERVICES

UNIVERSITY OF WOLLONGONG AUSTRALIA

Position Title	Administration Assistant: Southern Highlands
Classification/Level under the Enterprise Agreement	Level 3/4
Management Level	Administration / Support
Faculty/Portfolio	Faculty of Science, Medicine and Health
School/Division	Graduate School of Medicine
Main Location(s)	Southern Highlands, Bowral District Hospital

Primary Purpose of the Position

The purpose of the position is to provide quality and efficient administration support in the Doctor of Medicine (MD) program in the Southern Highlands region. Under the supervision of the GSM Placement Facilitator, the role provides support to the academic and professional staff team and administrative support for the GSM office and student accommodation facilities in the region. The role will also provide necessary back up to the Placement Facilitator: Southern Highlands Hub with respect to coordination of medical student clinical placements in local hospitals, medical practices and community health facilities in the region.

This position works closely with all other members of the Rural Clinical School team specifically and with the other GSM Academic and Professional Staff generally in the provision of a high level of administrative support for all staff, students and other community stakeholders.

Position Environment

The University of Wollongong is a leading Australian university with a history of outstanding achievements in teaching and learning, research, and community engagement. It is fundamentally committed to providing our diverse body of students with an engaging world class and internationally oriented learning experience. The success of this commitment is demonstrated by enviable results in preparing students for the challenges of future study and workplace environments.

The University recognises the collective nature and interconnectedness of Aboriginal and Torres Strait Islander families and communities and offers generous working conditions in a great location, with sociable hours, family friendly policies, flexible work practices and culturally sensitive leave provisions, including cultural and ceremonial leave. Further supports for advancing equity, diversity and inclusion (EDI) at the University include: a 'Primary Carer Return to Work Grant' that provides flexible funding to primary carers returning from parental leave; an active Ally network supporting gender, sex and sexuality diverse staff and students; a Disability Inclusion Network for staff; EDI training and resources for all staff members; and an EDI governance structure that ensures action on EDI is embedded at all levels of the university.

The Faculty of Science, Medicine and Health (SMAH) comprises of the Schools of Science; Medical, Indigenous and Health Sciences; Nursing; Psychology and the Graduate School of Medicine. With such a diverse science and health focus, SMAH is positioned to be a major force in connected and science-embedded education and translational science, medical and health research in Australia. Empowered by first-class teaching, driven by active research, and committed to advancing equity, diversity and reconciliation, this Faculty combines the very best of science, with strong capacity for translation to our global communities' needs and aspirations.

The Purpose of the GSM is as follows:

We aim to engage, partner with and respond to workforce and health needs of our local, regional and rural communities.

We will listen to and build reciprocal relationships with Aboriginal & Torres Strait Islander Peoples.

Our purpose is to improve health and wellbeing through best practice medical education and meaningful research.

Our purpose will be achieved through:

- Commitment to graduate excellent medical practitioners who have the capacity and desire to contribute to the enhancement of health care of persons in all geographic settings, but particularly in regional, rural and remote communities.
- Commitment to the health and population of regional and rural areas, including addressing health inequities.
- Building strong and enduring community partnerships using a strengths-based approach.

- Commitment to supporting Indigenous-led health and wellbeing research that responds to needs and priorities of Aboriginal and Torres Strait Islander peoples.
- Enhancement of physical and mental health and social wellbeing and to help communities to thrive.
- Contribution to research that has impact, helps reduce health inequities and helps populations and communities to flourish.

The Doctor of Medicine (MD) program is delivered primarily on three campuses located in Wollongong, Shoalhaven and Southern Highlands, as well as in numerous rural sites throughout NSW.

Major Accountabilities/Responsibilities

RESPONSIBILITIES	
1.	Under the direction of the Placement Facilitator: Southern Highlands: • Assist in the coordination of education and placement activities for students within the region; including maintaining learning and teaching activities, student timetables and placement records, distributing education materials and preparing Practice Incentive Payment claims. • Coordination of student housing and study facilities, including maintaining and checking asset registers and coordinating cleaning and maintenance.
2.	Provide administrative support to the Graduate School of Medicine academic staff in the region, including: • Scheduling of education activities, meetings and appointments, and other activities including preparation of correspondence as required. • As GSM Phase 2 Committee Secretary, supporting the Chair and the Committee members in their responsibilities. This will include preparation of agendas and minutes, maintaining up to date TORs, close liaison with the Committee Chair/s with respect to the Committee Schedule and attending to all follow-up action. • Distributing documentation to the RCS sites as directed by Senior Academic or professional staff of the RCS.
3.	Provide administrative support for the implementation of other GSM wide business activities as directed by the Placement Facilitator/Rural School Manager, such as coordination of Continuing Professional Development (CPD) for clinicians teaching into the MD program.
4.	Work with other SMAH staff to contribute to the development and maintenance of positive relationships with students, clinicians and community in support of general School and Faculty activities.
5.	Act in accordance with University policies as amended from time to time, the Values in Action Framework of *Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity,* and our commitment to Equity, Diversity and Inclusion.
6.	WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework - https://www.uow.edu.au/about/services/safe-at-work/whs-framework/

Reporting Relationships and Other Key Contacts

Position reports to	Placement Facilitator: Southern Highlands. Some activities may also be directed by the Manager: Rural Clinical School
Positions supervised by this position	Nil

Other key contacts and stakeholders	• UOW Rural Clinical School staff including Regional Academic Leads. • Associate Head of School: Rural • GSM Head of Students / GSM Phase Chairs • Heads of Department and Hospital admin, Bowral District Hospital and local medical practice staff in the region • Facilities Manager - Metropolitan Regional Campus, Facilities Management Division & FMD staff • Regional Campus Manager: Shoalhaven and Southern Highlands Campuses and Campus staff • GSM Operations Manager • RCS team including and Indigenous Health team • GSM Learning and Teaching Team

Essential Criteria

- Higher School Certificate with completion of business training at TAFE level or an equivalent combination of experience and/or education/ training.
- Demonstrated customer service focus and the ability to communicate professionally, effectively and sensitively with a range of people.
- Experience in prioritising competing demands with the ability to remain flexible and calm.
- Demonstrated organisational and administrative skills with a high level of accuracy in written communication.
- Demonstrated skills in the use of Microsoft Word, Excel and PowerPoint.
- Ability to show initiative and work with minimum supervision.
- Flexible, proactive approach to work and an ability to use own initiative and judgement.
- Demonstrated commitment to applying culturally respectful and safe practices in the workplace and demonstrating respect and inclusiveness of diverse people in all work practices.

Special Job Requirements

- This position requires the incumbent to reside rurally in a Modified Monash Model: (MM2+) region https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm.
- This position requires the position holder to hold and maintain a valid, current Australian Driver License
- This position is a student-facing role, with activities and services being delivered to students across the week. Therefore, this position requires an on-campus presence and the position is not suitable for remote working arrangements.
- May be required to work outside of standard business hours or across campuses and research partner facilities.
- Access to a motor vehicle and ability to drive between residences and the Wollongong Campus.
- Restriction on leave during peak periods may apply.

SMAH Values Statement

The Faculty of Science Medicine and Health has a values statement which provides the foundation for Faculty culture: We act with ***integrity*** and ***transparency***, and we are ***supportive*** and ***collaborative***. All staff members are expected to be guided by the Faculty values in performing their roles.

- **Integrity:** We act in everyone's best interests and make ethical decisions.
- **Transparency:** We are honest, reliable and willing to ask and answer questions.
- **Supportive:** We help each other thrive in a safe and positive work environment.
- **Collaborative**: We work together towards positive outcomes within and beyond the Faculty.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the WHS Framework.
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

This table contains information about the status and approval of this document

Date created	23 September 2026
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	
Date reviewed by P&C (if applicable)	
Date reviewed by CP&CO (if applicable)	
Date of next review	3-years