

POSITION DESCRIPTION

POSITION IDENTIFICATION

Location:	BPMRI Busselton Health Study Centre 18 West St, BUSSELTON, WA
Position Title:	Office Administrator – Study Recruitment
FTE Salary:	Pro rata \$57,534 FTE (salary packaging benefits available)
Rostered hours:	0.9 FTE (70 hours per fortnight) Monday to Friday 07:45 am to 15:45 pm
Supervisor Title:	BPMRI Busselton Health Study Centre Director

BACKGROUND AND ROLE STATEMENT

The Busselton Respiratory Study (BRS) is a large cross-sectional survey which aims to recruit 3000 adults aged 18 years and older. Commencing in January 2020 the survey will run until 2023 and will collect detailed measures on lung function and health variables to help medical researchers better define and understand airway diseases such as asthma and chronic obstructive lung disease (COPD).

As the public contact for the Busselton Health Study and the BRS, this front-of-office position will suit a dynamic, motivated, friendly person comfortable with actively contacting potential study participants listed in the Busselton Health Study database using telephone, email and postage of study packs and invitations, as well as performing other associated administrative tasks.

KEY RESPONSIBILITIES

- Responsible for the active recruitment and tracking of study participants using the BHS database, including contacting potential study participants, appointment scheduling and answering participant enquiries to maintain study targets and throughput (Daily).
- Coordinates and conducts all aspects of office administration including answering telephones, participant enquiries, electronic communications, data entry, photocopying, scanning and filing of study documentation (Daily).
- Updates and maintains the local recruitment study database (Daily).
- Assists with the coordination of the BPMRI's volunteer roster (Regularly).
- Other duties to support BPMRI research, promotional, community engagement and administrative activities as directed (Occasionally).

SPECIFIC WORK CAPABILITIES (SELECTION CRITERIA): (Minimum requirements to perform the duties of the position, e.g. Certificate of Secondary Education).

Essential:

- 1) Demonstrated experience in front office reception, customer service and administration.
- 2) Evidence of excellent interpersonal skills and ability to relate well to the public, through professional telephone etiquette and other verbal and written communication strategies.
- 3) Demonstrated proficiency in the operation of computers and associated IT peripherals and software including MS Word, Outlook, Access and Excel.
- 4) The ability to work within a team environment and contribute to key organisational targets and goals.
- 5) Excellent organisational and time management skills, attention to detail and ability to solve problems.
- 6) Commitment to maintain and foster the principles of the BPMRI's Busselton Health Study and its' relationship with study participants and volunteers.

Desirable:

- 1) Previous experience in the not-for-profit, research or health care sector.
- 2) Good knowledge of the local community and region.

Positions directly supervised: None	Number of positions for which responsible: None
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**For enquiries please contact: Dr Michael Hunter 9754 0548 or 0449 081 183
Submit applications to: michael.hunter@uwa.edu.au**

APPLICATIONS CLOSE: C.O.B Tuesday 29th October 2019

The successful candidate will commence employment on 20th January 2020