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<b>TITLE:</b>	Office Manager
<b>CLASSIFICATION:</b>	Grade 3
<b>STATUS</b>	Full time, Ongoing
<b>REPORTS TO</b>	Head, Corporate Services & Development
<b>REVIEW DATE</b>	June 2008

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## **CONTEXT**

The Victorian Institute of Forensic Medicine (VIFM) is a body corporate with perpetual succession that was established by the Coroner's Act 1985 and is contained as an administrative unit within the Justice portfolio. The Director of the Institute is the head of this administrative unit and holds the Chair of the Forensic Medicine at Monash University; The Institute also operates as the Department of Forensic Medicine at Monash University.

VIFM is based at the Coronial Services Centre; a purpose built facility that also houses the State Coroner's Office. The work of the Institute can be described as a cycle of three parts:

- Providing forensic medical & scientific services and tissue banking
- Learning from this work
- Researching and teaching

The primary focus of the Office Manager is to support the executive team within the Office of the Director, whilst supervising the Administrative Officer.

## **DUTIES**

1. Coordinate meetings for staff within the Office of the Director and others as directed.
2. Coordinate the preparation and collation of board papers for various group meetings including Council and EFC.
3. Take clear and concise minutes at meetings, as directed by Head, Corporate Services & Development.
4. Responsible for organising functions including the coordination of catering when required.
5. Preparation of Power Point presentations.
6. Responsible for team administration for the Office of the Director which includes the executive team and Medico-Legal staff.
7. Responsible for coordination of the Institute's records management system.
8. Responsible for the coordination and management of diaries.
9. Assisting with projects as required.

## **KEY SELECTION CRITERIA**

1. Ability to adapt quickly and easily to changing priorities.



2. Ability to liaise with a range of people and stakeholders on various issues.
3. Ability to supervise and delegate tasks where appropriate.
4. Proven ability to establish priorities and meet conflicting deadlines.
5. Well organised and ability to use initiative.

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## **OTHER RELEVANT INFORMATION**

1. The Victorian Institute of Forensic Medicine is an Equal Opportunity Employer and actively encourages diversity in the workplace.
2. Safety is everyone's responsibility at VIFM.
3. You will need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to s82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.
4. An offer of employment will be made to the successful applicant subject to an acceptable Criminal Record Check by Victoria Police.
5. The successful applicant must comply with the VPS Code of Conduct and will be employed pursuant to the Victorian Public Service Agreement 2006 (Federal certified agreement).
6. The successful applicant will be required to sign a confidentiality agreement.
7. The position is located at the Coronial Services Centre, 57-83 Kavanagh Street, Southbank.
8. The Victorian Institute of Forensic Medicine operates as a smoke free environment.
9. As the Victorian Institute of Forensic Medicine (VIFM) evolves to meet changing needs, so will the roles required of its staff. Accordingly, staff and applicants should be aware that this document might not necessarily represent the full role that the occupant will perform in the long term. This document is intended to provide an overview of the incumbent's role as at the date of advertisement. In addition to this document, the specifics of the incumbent's role will be described in the local work area and project plans, and in performance plans developed in conjunction with the relevant supervisor as part of VIFM's performance progression and development system.

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## **MANAGER AUTHORISATION**

Manager's Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

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## **EMPLOYEE ACCEPTANCE**

# Victorian Institute of Forensic Medicine



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Document Name: **POSITION DESCRIPTION – Office Manager**

**FM1808**

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Employee's Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_