

ADMINISTRATION OFFICER

Rehabilitation Studies Unit (University of Sydney)

12 Months Temporary Part Time, 30-35 hours per week

Salary \$884-\$1073.90 (FTE gross p/wk dependent on experience & skills)

Position No. 2010-30

The successful applicant will have demonstrated experience to cover the responsibilities of the following two roles:

- Business Support Officer (BSO): The focus of 20 hrs per week involves computer network management, providing general IT support and managing finance accounts for the unit.
Salary Classification: Administration Officer – Level Six.
Please note that the BSO position is to provide Maternity Leave cover.
- Administration Officer: The focus of 10-15 hrs per week involves providing reception duties, secretarial and administrative functions and to coordinate the activities for staff members of the Rehabilitation Studies Unit.
Salary Classification: Administration Officer – Level Three

This position is due to commence on 12 April 2010 and there is possibility of ongoing employment dependant on performance and funding.

Applications must address Essential and Desirable criteria for the TWO roles as outlined in the information pack.

Information Pack: Human Resources e-mail: jobs@royalrehab.com.au
or telephone: 9808 9207

Enquires: Roslyn Debono on telephone: 9808 9346
or e-mail: rdebono@med.usyd.edu.au

Closing date: 08 March 2010

Written applications addressing essential and desirable criteria; resume and the name and contact details of two referees must be forwarded to Human Resources Department, Royal Rehabilitation Centre Sydney, PO Box 6, Ryde 1680.

Please refer to our website www.royalrehab.com.au for further information about the centre.

We are committed to equal employment opportunity, ethical practices and principles of cultural diversity and promote a smoke free work environment. Appropriate criminal record and child protection checks conducted for all successful candidates. You may be eligible to participate in the Centre's salary packaging program which will increase your take-home pay.

"To maximise abilities and optimise lifestyles following injury or illness by providing quality rehabilitative care and disability services in a safe and satisfying work environment"