

Administration Officer – Agency for Clinical Innovation

- Join an organisation passionate about delivering improved health care.
- Flexible Working Organisation based in state of the art, agile offices in St Leonards.

This is a targeted recruitment under Rule 26 of the Government Sector Employment (General) Rules 2014 where Aboriginal or Torres Strait Islander people are strongly encouraged to apply for this role.

We are looking for someone who can:

- Provide administrative support to ACI Executives and team members, including Executive diary management, document control, booking travel and providing secretariat support for meetings, as required.
- Provide administrative support to all directorates including actioning purchase order requests, processing invoices, providing planning and execution support for internal events, supporting the onboarding of new employees, and acting as a point of contact for mail collection, reception and building-related enquiries and matters.
- Respond to a range of enquiries from internal and external stakeholders, providing information and referring enquiries in an effective, professional, and responsive manner.
- Maintain shared office spaces, ensuring relevant areas are kept clean, tidy and organised.

About us

The Agency for Clinical Innovation (ACI) leads innovation in clinical care across NSW. We do this by bringing clinicians, patients and healthcare managers together to design and implement new ways to deliver healthcare.

For more information go to aci.health.nsw.gov.au

What you will be doing

This is a dynamic and diverse role which is required to deliver a wide range of administrative support across the Agency for Clinical Innovation. The Administration Officer plays an important role coordinating key meetings, providing diary management for executive team members, ensuring timely payment of invoices, and supporting the effective functioning of the office. The position will provide general support to the ACI Executive and key stakeholders.

Employment details

Employment Type: Multiple Full-Time – Permanent opportunities available

Position Classification: Administration Officer Level 6 Year1-2

Remuneration: \$80,340.91 to \$82,240.21 per annum excluding Superannuation

Hours Per Week: 40 (38 standard plus 2hrs toward ADO)

How to apply

Your application should include:

- a cover letter detailing your interest and how your skills and experience are relevant to this role, maximum of 3 pages
- an up-to-date resume of no more than five (5) pages which clearly details your skills and experience as relevant to this role.
- address Selection Criteria / Question below in your application.

Selection Criteria / Questions

1. Well-developed oral and written communication and interpersonal skills.
2. Ability to perform a wide range of administrative tasks, while managing competing work priorities and workflow.
3. Capacity to exercise sound judgement and apply critical thinking with workload and in dealing with confidential and sensitive issues.
4. Sound organisational skills, the capacity to prioritise, undertake and complete several tasks concurrently, maintain attention to detail and meet deadlines

The ACI values diversity and is committed to building an inclusive workplace culture that reflects the community we serve.

We encourage applications from diverse community groups including Aboriginal and Torres Strait Islander people, LGBTIQ+, those with special needs and people from culturally and linguistically diverse backgrounds.

If you are an Aboriginal or Torres Strait Islander person and would like some more information about applying for a role within the ACI, please contact one of our Aboriginal Workforce Consultants on 1800 004 546 or by email aboriginalcareers@health.nsw.gov.au

If you are a person with disability and require information or specific arrangements to participate in the recruitment process, please contact HSNSW-DisabilityEmployment@health.nsw.gov.au

This position is a permanent position and **requires full working rights in Australia** (e.g. Australian citizenship/permanent resident). If you currently hold a temporary visa that allows you to live and work in Australia, you may be eligible for employment opportunities in line with the conditions of your visa.

Need more information?

- 1) Click here for the [Position Description](#)
- 2) Find out more about [applying](#) for this position

This recruitment is managed by our internal teams at the ACI. ACI is unable to accept agency applications nor engage with recruitment agencies at this point in time. We thank you in advance for respecting our process.

Closing Date: Sunday 4 May 2025 at 11:59pm

If you would like more information on this role, please contact Stephanie Dick on stephanie.dick@health.nsw.gov.au

Applications must be lodged electronically. Please go to jobs.health.nsw.gov.au and search Job Reference Number [REQ566520](#)