

POSITION DESCRIPTION: ADMINISTRATION OFFICER

A leader in brain cancer research achieving better health outcomes for people affected by brain tumours.

The Cooperative Trials Group for Neuro-Oncology (COGNO) has been working to develop large-scale multi-centred neuro-oncology trials since 2007. We provide support to a multi-disciplinary network of over 1000 members, building skills, expertise and clinical trial capacity.

Position Title:	Administration Officer
Reports to:	Executive Officer (EO)
Employment Status:	4-5 days per week/0.8-1.0 FTE. 12-months maximum-term contract with possibility of extension
Key Relationships:	
• Internal	COGNO staff, Board, Committees and membership
• External	Research and cancer sector organisations and clinical trials groups
Location:	Melbourne, Australia (commencing mainly remotely)
New Position Date Effective:	January 2026

About COGNO

COGNO is one of 14 Cancer Clinical Trials Groups (CCTG) funded by Cancer Australia. COGNO Ltd is a registered medical charity. COGNO members represent a wide range of professional disciplines involved in the care of patients with brain and other central nervous system (CNS) tumours, including clinical trialists and consumer representatives. COGNO provides a supportive environment for medical oncologists, radiation oncologists, surgeons, supportive care specialists, allied health professionals, scientists and nurses to collaborate to develop, fund and conduct new investigator-led clinical trials. We also provide education to inform best practice through events such as the Annual Scientific Meeting.

COGNO's mission:

"The achievement of better health outcomes for patients and those affected by brain tumours through clinical trials research".

COGNO's objectives are to:

- Promote the use of clinical trials in evaluating current therapies, new treatments and supportive interventions for brain tumours and to improve impact of new clinical trials on future clinical practice.

- Engage members of the medical/scientific community to participate and assist in the conduct, evaluation, promotion, and development of clinical trials in brain tumours.
- Promote the incorporation of translational studies into new clinical trials in brain tumours.
- To disseminate the results of research and clinical trials to enhance clinical practice.

Position Summary

The Administration Officer is responsible for administration and project support duties associated with COGNO activities. This role also provides high-level support to Committees and members to ensure the effective and successful delivery of events and activities.

Working with the Executive Officer and COGNO team, this role:

- Supports administrative activities, including coordination of and secretariat of committees (i.e. scheduling, agenda distribution, and taking of minutes).
- Supports monitoring of business-related expenditure.
- Supports the coordination and travel arrangements for face-to-face activities.

Key responsibilities and activities

KEY ACCOUNTABILITIES

1. Administration

- Purchasing consumables, stationery, and assets for the COGNO team.
- Monitoring and assisting with purchasing, invoicing and payments.
- Processing new member requests.
- Document handling and filing.
- Assist with preparing relevant internal documents and policies.
- Maintain administration systems including tracking and reporting of COGNO activities, membership, donors and committee members.
- Maintain the COGNO physical office environment/phone enquires etc (where relevant).
- Coordinate insurance renewals and other compliance documentation.
- Support staff onboarding and offboarding.
- Support tracking COGNO publications.
- Maintain organisation registers e.g. conflict of interest, assets, grievance, risk under direction of the Executive Officer.
- Calendar management.
- Manage IT requests.

2. Communications

- Diary and email management for shared mailboxes - monitoring, categorising, and responding in a timely manner.
- Supporting the COGNO Communications and Engagement Officer with communication to internal and external stakeholders e.g. newsletters, PowerPoint presentations, letters, social media and website management.
- Communication with COGNO donors under direction of the Executive Officer.
- Liaise and communicate with internal and external stakeholders to promote COGNO meetings and activities.

3. Meeting coordination

- Meeting coordination including scheduling, preparation of agendas and minutes for the COGNO committees.
- Preparing travel arrangements and itineraries for the team and stakeholders in accordance with designated budget.
- Organise and/or attend tele/videoconferences as necessary.
- Meeting scheduling for COGNO Executive Officer and COGNO leadership team as necessary.

4. Additional Duties

- Undertake any other relevant duties required by the EO, including event and project support.
- Act in accordance with workplace policies and follow established procedures, including participation in an annual performance review.
- Promote and maintain a safe, ethical, and equitable work environment.

SELECTION CRITERIA

Essential

- Relevant qualification or equivalent experience related to administration.
- Demonstrated proficiency in Microsoft Office 365 - Outlook, Word, Excel, SharePoint, Teams.
- Demonstrated ability to work collaboratively with a range of internal and external stakeholders.
- Well-developed communication skills - oral, written and listening skills.
- Excellent interpersonal skills and ability to work in a small, dynamic team.
- A proactive, positive and organised approach with demonstrated organisational skills, including the ability to prioritise, problem solve, establish and work within timelines.
- Maintain attention to detail whilst remaining outcome focused.
- Demonstrated ability to multitask and complete tasks independently.
- Demonstrated ability to exercise discretion and confidentiality.

Desirable

- Experience in the cancer or health not-for-profit sector.

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- Experience with membership-based organisations.
 - Experience in assisting with social media and website management.
 - Experience in assisting with event management.

Other job-related information

- Occasional work required during event periods at times outside of regular hours to deliver high impact outcomes for COGNO.
- Occasional interstate travel required.

PERFORMANCE AND DEVELOPMENT

This role will have a 3-month probationary period. An annual performance and development review will be undertaken with the Executive Officer with support provided by COGNO for ongoing professional development.

CONDITIONS OF EMPLOYMENT

- Rights to work in Australia.
- Salary will be aligned with skills and experience of the candidate.
- A National Police Criminal history check will be a requirement of this position.
- All COGNO staff must comply with COGNO Policies and Procedures and contribute to a safe and healthy working environment.
- Staff must take all reasonable steps to prevent bullying, discrimination, and harassment in the workplace.