

Industry Based Learning Program

Job Description



Job Title	Vaccines Medical Affairs Associate IBL	Dept	Vaccines
Line Manager Job Title	Vaccines Medical Manager	Location	Abbotsford
Key Responsibilities (10 bullet points maximum)			
Describe the key deliverables to be achieved by the IBL and the ongoing responsibilities of the role			
<p>This role supports the vaccines medical team in development and implementation of the vaccine brand strategies. Vaccine brands that are supported cover a wide range of disease areas and are in both the government and private markets.</p> <p>Key responsibilities for the Vaccines IBL Medical Affairs Associate will include, but are not limited to:</p> <ul style="list-style-type: none"> • Support State and Federal government tender submissions • Undertake specific data analyses for the medical affairs team • Perform literature reviews and produce summaries of the literature • Assist in developing materials for health care professionals, including fact checking, referencing claims and assessing adherence to the Medicines Australia Code of Conduct • Assist in development of webinar content for health care professionals • Assist in developing Disease Awareness activities for patients/consumers • Following official training, become proficient in the GSK and Medicines Australia Code of Conduct and apply them to all aspects of work • Develop and deliver training sessions to the Vaccine Account Managers • Monthly tracking of meningococcal epidemiology data and updating source documents for team • Support cross-functional projects where necessary • Attend and contribute to fortnightly Scientific Excellence meetings • Schedule monthly Vaccines Medical team meetings • Collate monthly Performance Summary for the region 			
Unique selling points of the IBL role			
As a key member of the Vaccines Medical Affairs team, you will work with an integrated and experienced team to support key private market, National Immunisation Program (federal) and State vaccination program strategies. This varied role ensures you will gain a broad depth of medical affairs experience during your IBL year.			
Required Skills			
Describe the key skills and level of proficiency required for this IBL role (please see listed suggestions)			
<ul style="list-style-type: none"> • You must be in your penultimate/ultimate year of a Bachelor's Degree • Passion and interest in the placement field • Ability to work autonomously and as part of a team and demonstrate your strong interpersonal skills • Excellent written and oral communication skills • Initiative and an eagerness to learn • Customer focus • High attention to detail, rigor and process • Excellent project management, in order to manage and prioritise multiple ongoing projects • Teamwork, ability to build and maintain relationships • Ability to quickly build strong internal & external networks and maintain relationship • Support change and innovation • Strategic thinking and problem-solving skills • Sound judgment and decision-making skills • Time management Skills 			

Values	Expectations
Patient focus	Courage: Decisive, Ambition, Speaking Up, Pace
Transparency	Accountability: Results, Clarity, Prioritisation, Ownership
Respect	Development: Skills, Learning, Adaptable, Curiosity
Integrity	Teamwork: Aligned, Connected, Inspiring, Inclusive