POSITION DESCRIPTION

Position Title: Executive Assistant
Organisation Unit: Faculty of Medicine
Position Number: TBC
Type of Employment: Part time, Continuing role
Classification: HEW 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

**Faculty of Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at [www.medicine.uq.edu.au](http://www.medicine.uq.edu.au).

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

To provide a high quality administrative support for Head of Discipline of Surgery and Princess Alexandra Hospital Clinical School – students, staff and stakeholders.

Duties

The distribution and scope of duties and responsibilities may vary according to the relevant Executive’s requirements and include, but are not limited to:

- Provide administrative support and executive assistance to the Head of Discipline of Surgery as directed
- Function as the initial point of contact for the Discipline of Surgery from the University of Queensland and external bodies such as staff of the Princess Alexandra Hospital, Government agencies, educational institutions and community representatives
- Prepare concise briefing notes from emails, reports and official papers; produce documents and reports as required
- Perform a variety of secretarial duties which may include the organisation of meetings and functions including venue, catering and invitations
- Prepare necessary support documents, materials and facilities, including the provision of agendas, papers, and all related requirements and follow-up actions and confidential minute recording as required
- Perform general office duties and provide /administration support to specific teaching and research staff of the Clinical School
- Where appropriate, assist with relieving other professional staff during authorised absences
- Proactively identify and develop procedures relevant to this role
- Manage room bookings of University space within the Princess Alexandra Hospital site
- Liaise closely with Property & Facilities, IT, AV Services in regards to onsite management of space and equipment
- Oversight and coordination of information and administrative flow within the Discipline of Surgery office and develop productive relationships at all levels of the University
- Prepare and manage correspondence and enquiries, by referring for action or advice and seek timely follow-up and resolution of issues as required;
- Proactively screen Head of Discipline of Surgery from unnecessary interruptions and use discretion to redirect enquiries as necessary, whilst maintaining a high level of professionalism and confidentiality
- Attend to all visitors, extending suitable hospitality.

Travel and Out of Hours Work

- Attendance at programs, functions or to work on projects outside normal business hours may be required;

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Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Clinical Unit Team Leader, with a dotted reporting line to the Faculty Operations Manager.

SELECTION CRITERIA

Essential

- Completion of a degree and / or have a minimum of two years’ relevant experience within a large/complex organisation
- Excellent verbal and written communication skills
- Experience with Word processing and databases including Microsoft Word, Outlook, Excel and PowerPoint
- Proactive organisational skills and ability to problem solve in a fast paced environment
- Ability to work as part of a team
- Excellent multitasker
- High degree of accuracy and demonstrated attention to detail
- Ability to independently prepare correspondence and documents to a high standard
- Able to represent the Faculty in a professional manner, showing integrity, diplomacy, confidentiality and sensitivity in communicating with a wide range of client groups
- Ability to prioritise work at short notice and prioritise competing work demands.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.