POSITION DESCRIPTION

Position Title: Senior Administrative Officer
Organisation Unit: Australian Institute for Bioengineering and Nanotechnology
Position Number: 3039831
Type of Employment: Full time, fixed term
Classification: HEW Level 6

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.

Organisational Environment

The University of Queensland's Australian Institute for Bioengineering and Nanotechnology (AIBN) is a dynamic multi-disciplinary research institute dedicated to developing technology to alleviate societal problems in the areas of health, energy, manufacturing and environmental sustainability. AIBN brings together the skills of more than 450 world-class researchers complimented by an extensive suite of integrated facilities, working at the intersection of biology, chemistry, engineering and computer modelling. With a reputation for delivering translational science, AIBN conducts research at the forefront of emerging technologies, and has developed strong collaborations with leading members of industry, academia and government. AIBN goes beyond basic research to develop the growth of innovative industries for the benefit of the Queensland and Australian economies. Information about the Institute can be accessed on the Institute's web site at http://www.aibn.uq.edu.au/.

AIBN is committed to supporting the career growth of female researchers and have a number of initiatives to support females in developing and achieving a fulfilling research career at the institute. For more information, please visit our AIBN Women in Science web site at http://www.aibn.uq.edu.au/women.

This Position is based in the centre for Personalised Nanomedicine at the AIBN. The Centre is a multidisciplinary research facility focussed on developing novel biosensor and biomaterial nanotechnologies for medical diagnostic and biological discovery applications. Projects focus on development and utility of biosensors for cancer and infectious disease biomarker discovery and detection. Central to the research program is breast and prostate cancer detection using recently discovered genetic cancer biomarkers, as well as development of biosensors for the detection of infectious diseases such as malaria, Pulmonary TB, *TB meningitis* and trypanosomiasis

The Centre is led by Professor Matt Trau.

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
DUTY STATEMENT

Primary Purpose of Position

The Senior Administrative Officer is responsible for conducting a range of financial, planning, HR and research administration tasks in consultation with the Centre Director. This position performs a key role in the execution of >$6M funding from external grants.

Duties

Duties and responsibilities include, but are not limited to:

Financial Management

- Manage grants held by the Centre and maintain financial oversight of the Centre’s research project funding.
- Review project account, resolve discrepancies and provide monthly financial reports to the Director.
- Advise on appropriate actions to ensure end of year and longer-term outcomes are consistent with the goals of the projects.
- Allocate expenditure against funds in accordance with funding rules and approved budget.
- Act as budget holder on Centre accounts.
- Coordinate Centre purchasing processes both internal and external to the University.

Operational, Research and Administrative Support

- Coordinate the day-to-day operations of the Centre including financial, staffing and administrative matters and act as first point of contact for all enquiries.
- Coordinate the preparation of and contribute to progress and end of year reports to internal and external parties.
- Provide advice to the Centre Director on policies and procedures as well as compliance with external grant requirements, and where appropriate develop work practices to support and promote these.
- Develop and maintain procedures as necessary, consistent with University Institutes, Faculties, Schools, Centres and administrative units and external stakeholders.
- Organise travel and accommodation bookings for visitors to the Centre as well as domestic and international travel arrangements for the Centre Director.
- Reconcile the Centre Director’s travel expenses, including credit card and ensure all travel reporting requirements are met.
- Organise meetings, workshops, conferences and functions including all related requirements such as invitations, venue booking, catering, distributions of papers, etc.
- Maintain the Centre/Laboratory websites and other promotional material.
- Act as secretary to Centre committees and provide general administrative support to the Centre Director as required.
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 of 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 Centre Director, Centre for Personalised Nanomedicine.

SELECTION CRITERIA

Essential

- Completion of a degree with relevant experience preferably in a tertiary environment; or an equivalent combination of relevant experience and/or education and/or training.
- Experience in financial administration, budgeting, financial reporting and account management.
- Demonstrated experience in post award management of grants including compliance and funding.
- Experience organising a variety of meeting, workshops, conferences, functions and travel bookings.
- Ability to read, interpret and provide advice on policies and procedures.
- High level organisational skills with the ability to take initiative, prioritise tasks, work independently as well as a member of a team.
- Excellent interpersonal skills with the ability to communicate and establish cooperative working relationships with staff, students and external contacts.
- High level of accuracy and attention to detail with a flexible approach to meet individual task requirements.

Desirable

- Experience within a similar role in a University environment.
- Demonstrated high level computer skills: word processing, databases, spreadsheets, internet and email; proficiency with use of the Microsoft Office suite.
- Familiarity with a research environment.
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.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.