POSITION DESCRIPTION

Position Title: Executive Support Assistant, Southern Queensland Rural Health (SQRH)

Organisation Unit: Faculty of Health and Behavioural Sciences, The University of Queensland

Position Number: TBC

Type of Employment: Full-time, fixed-term appointment until 31 December 2018 (with possibility of extension subject to funding)

Classification: HEW Level 5

ABOUT SQRH

SQRH is a joint initiative of The University of Queensland (UQ), University of Southern Queensland (USQ), Darling Downs Hospital and Health Service (DDHHS) and South West Hospital and Health Service (SWHHS) funded by the Commonwealth Department of Health as a University Department of Rural Health. Funding is tied to a contract between UQ and the Commonwealth Department of Health under the Rural Health Multidisciplinary Training Program (RHMT) with funding presently secured to the end of 2018.

Under the funding agreement the SQRH will be expected to:
1. Deliver effective rural training experiences for allied health, nursing and midwifery students (prior to gaining professional registration).
2. Ensure rural training experiences are of a high quality.
3. Develop processes to improve rural student recruitment.
4. Engage with the local community to support the delivery of training to students.
5. Maintain and progress an evidence base and the rural health research agenda.
6. Support improvements in Aboriginal and Torres Strait Islander health.
7. Provide regional leadership in developing innovative training solutions to address rural workforce recruitment retention.

SQRH is governed by a joint venture agreement between the four parties. The Joint Venture establishes a Governance Board (Board) comprising five voting members – an independent chair and one representative from each of the parties.

ABOUT THE PARTNERS IN SQRH

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. UQ ranks in the world’s top universities, as measured by several key independent rankings, including the Performance Ranking of Scientific Papers
for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other university 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. The University’s 50,000-plus strong student community includes more than 14,000 postgraduate scholars and more than 13,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has six Faculties and four University-level Institutes.

http://www.uq.edu.au/

University of Southern Queensland

The University of Southern Queensland (USQ) is a dynamic regional University committed to developing research solutions that deliver a global impact. With a vision to be a leading discovery partner in priority research areas, USQ aligns its research with regional and global agendas in agriculture and natural resource management, regional development, regional health and wellbeing, education and digital literacy. USQ has forged a reputation as one of Australia’s leading providers of on campus and online distance education programs in Australia. With more than 75% of students studying via distance or online, our delivery of external education resources continues to lead the way. Recently named as one of the top five Universities to work for in Australia, USQ provides staff with a positive and friendly environment where they are supported to fulfil their personal and career goals and contribute to the university’s success.

https://www.usq.edu.au/

Darling Downs Hospital and Health Service

The Darling Downs Hospital and Health Service (DDHHS) provides a comprehensive range of high-quality acute, sub-acute, mental health, drug and alcohol, oral health, residential aged care, and community health services. We deliver clinical services to approximately 300,000 people across 26 locations, including the major hospital in Toowoomba, regional and rural community hospitals, residential aged care facilities, multipurpose health services and community clinic facilities. Our services cover the Regional Council areas of Toowoomba, Western Downs, Southern Downs, South Burnett and Goondiwindi as well as Cherbourg Aboriginal Shire Council and part of the Banana Shire Council (community of Taroom), representing an area of approximately 90,000 square kilometres. The Hospital and Health Service has a major teaching role, providing both undergraduate and postgraduate clinical experience for members of the multidisciplinary healthcare team. We have a strong focus on, and commitment to, service delivery and education and training and a thriving culture of research that delivers continuous service improvement and evidence-based care. We are the largest employer in the Darling Downs, employing more than 5,000 people, with revenue of more than $700 million annually.


South West Hospital and Health Service
The purpose of the South West Hospital and Health Service (SWHHS) is to provide safe, effective and sustainable health services that people trust and value. Our purpose, not only gives our Health Service shape and direction but it inspires, motivates and guides us in everything we do as we provide quality health care to our communities.

There are over 26,000 people who live in our catchment area and rely on the public healthcare services that our 700 plus employees provide. We are responsible for the delivery of medical, surgical, emergency, obstetrics, paediatrics, specialist outpatient clinics, mental health, critical care and clinical support services in an area spanning over 319,000 square kilometres. We are responsible for the direct management of four hospitals, seven multipurpose health services, four community clinics and two aged care facilities.

Our culture is one that empowers staff, and encourages leadership, innovation and new ideas, and every single day our workforce makes a positive impact on the community they serve.


Information for Prospective Staff

This position will be appointed through the University of Queensland. 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 primary role of this position is to provide broad administration support to senior SQRH staff and a high level of direct administrative support to the SQRH Director.

Duties and responsibilities include but are not limited to:

- Coordinate and organise meetings (including assisting with recruitment administration) and appointments whilst planning for present and future commitments. This requires the management of all aspects of the Director’s diary to ensure adequate preparation and briefing.
- Organise and coordinate travel arrangements for senior staff, students or visitors to SQRH while also providing researched travel options. Prepare travel paperwork including itinerary, accommodation bookings, flight itineraries and travel options. Reconciliation of travel and expense claims.
- Provide financial support for the Centre as required including, reconciling corporate credit cards, processing reimbursements, maintaining assets and electronic registers, purchasing and ensuring appropriate approvals for purchases are obtained. Monitor receipting on purchases, make bill payments for SQRH, and process mismatches.
- Provide a high level of secretarial support (minute taking, agenda preparation, draft correspondence and distribution) for committees, board meetings and other meetings as directed by the Director.
• Proactively screen senior staff from unnecessary interruptions and use discretion to redirect enquiries as necessary, whilst maintaining a high level of professionalism and confidentiality.
• Assist in the formatting and preparation of proposals, correspondence, conference material and reports for research projects, consultancies, workshops, training courses and other written documents.
• In consultation with the Director and Operations Manager, develop and maintain a well organised records management system for all confidential and other matters related to SQRH activities.
• Provide HR support as required including recruitment, HR appointment activities, coordinating relocations, leave calendars, tracking and monitoring timesheet submissions, overseeing inductions and resource requirements for new staff, and supporting the performance review process.
• Organisation and coordination of events (e.g. seminar programs, workshops, forums, conferences, functions, meetings, etc) including invitations/notification, venue, catering, etc as required.
• Coordinate facility maintenance issues such as cleaning, and general concerns regarding faulty equipment and hardware.
• Work cooperatively and develop networks to liaise proactively and effectively with other administrative and executive support personnel both within the University and external organisations.
• Liaise with SQRH collaborators, affiliates and stakeholders on matters of relevance as directed.
• Other duties and project work as assigned by the Director, consistent with the level of appointment.

**Travel and Out of Hours Work:**

• Attendance at programs, functions or to work on projects outside normal business hours may be required.
• The position is based in Toowoomba, however travel to other campuses and sites will be necessary from time to time.

**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.

**Reporting Relationships**
The position reports to the Director, SQRH. For University purposes, the position also has a functional reporting relationship with the Executive Assistant to the Executive Dean, Faculty of Health & Behavioural Sciences, UQ.

**Selection Criteria**

**Essential**

- Completion of an undergraduate degree or completion of an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in the techniques of diary, email and travel management within a busy and complex organisation.
- Ability to maintain confidentiality, liaise with internal and external clients and high level contacts with complete tact and diplomacy.
- Ability to exercise initiative, discretion, diplomacy and judgement and to pre-empt needs and requirements of SQRH Senior staff.
- High level of accuracy and attention to detail and proven ability to use initiative to identify solutions.
- High level of computer proficiency across a range of applications including Microsoft Word, PowerPoint, Excel and advanced skills in utilising the internet.
- Demonstrated high level organisation skills, including planning, information management, and records management.
- Excellent interpersonal skills including the ability to communicate effectively with diverse groups within and external to SQRH.
- Experience in arranging and co-ordinating meetings, minute taking and distribution of minutes, meeting documents and related reports.
- Demonstrated ability to work autonomously as well as a willingness to function effectively in a team environment.
- Excellent organisational skills including the ability to prioritise and meet deadlines.
- Knowledge of university structures and administration, or the capacity to rapidly acquire such knowledge.

**Desirable**

- Demonstrated work experience in a higher education or health service environment.
- Experience in Finance.

The University of Queensland values diversity and inclusion. Applications are encouraged from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage for further information and points of contact if you require additional support. Accessibility requirements and/or adjustments can be directed to Ella Baartz, HR Advisor, Faculty of Health and Behavioural Sciences.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au