POSITION DESCRIPTION

Position Title: Executive Administrator
Organisation Unit: Australian Institute for Bioengineering and Nanotechnology
Position Number: 3028204
Type of Employment: Full time, continuing
Classification: Hek Level 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 (43), 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 again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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 this will be a strategic focus going forward.

Organisational Environment

The University of Queensland’s Australian Institute for Bioengineering and Nanotechnology (AIBN) is an integrated multi-disciplinary research institute bringing together the skills of world-class researchers working at the intersection of biology, chemistry, engineering and computer modelling. The institute has more than 250 researchers housed in a $AU75 million state-of-the-art building complimented by an extensive suite of facilities. This critical mass of researchers is working to develop new products and processes which will significantly impact human health, the environment, and the development of sustainable renewable energy. AIBN goes beyond basic research to promote and develop the growth of innovative industries, which will benefit the Queensland and Australian economies.

Information about the Institute may be accessed on the Institute’s web site at http://www.aibn.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

DUTY STATEMENT

Primary Purpose of Position

To assist the Director and Deputy Director Operations of the AIBN by providing office management and administrative support contributing to the effective and efficient operation of the Institute’s administrative operations.

Duties

Duties and responsibilities include, but are not limited to:

**Executive Support**

- Provide administrative support to the Director and Deputy Director Operations, including the preparation of correspondence, reports, submissions and other documents as required.
- Meeting preparation including room bookings, room setup, catering, agenda and associated document preparation (drafting, printing, collating), minutes and associated follow-up action.
- Calendar management for the Director and Deputy Director Operations, including arranging meetings or other activities as required.
- On behalf of the Director and Deputy Director Operations, refer enquiries and correspondence to relevant staff members for action or advice, and seek follow-up resolution of issues as required.
- Prioritise incoming mail for action by the Director.
• Arrange travel and accommodation for the Director and senior personnel and visitors.
• Liaise with other administrative officers both within and external to AIBN to ensure the administrative operations of the Institute are coordinated and efficient.

**General Administration**
• Manage the operations and staffing of the AIBN Reception, acting as backup Receptionist during scheduled staff breaks and absences.
• Provide general administrative support for the Institute including filing, photocopying, word processing, responding to queries and other general duties.
• Purchasing and ordering duties for the Institute including stationary, business cards and routine office consumables.
• Provide administrative support for financial functions such as UniFi requisitions, invoice management, catering orders, hospitality calculators, and reimbursements.
• Any other duties as reasonably directed by the supervisor.

**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 Deputy Director Operations, however provides support and takes direction from both the Director and Deputy Director Operations.

The position supervises the AIBN Receptionist.
SELECTION CRITERIA

Essential

- Completion of a degree without subsequent relevant work experience; or a completion of diploma qualification and at least two (2) years relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Experience in executive support or administrative office management.
- High level proficiency with MS Office programs, including Word, Excel and Outlook.
- Ability to use initiative, organise and prioritise tasks with minimal supervision.
- Ability to work effectively under pressure to meet deadlines.
- Demonstrated ability to work as part of a team.
- Ability to establish positive relationships with staff, students and external contacts.
- High level interpersonal skills and sensitivity to deal with confidential matters.

Desirable

- Experience in higher education sector.
- Experience working within a corporate environment involving commercialisation.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.