POSITION DESCRIPTION

Position Title: Administration Officer (Placements)
Organisation Unit: School of Education
Position Number: 3006710
Type of Employment: Full-time, Fixed Term
Classification: HEW 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 (65). 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 Faculty of Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty Office is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The current Executive Dean is Professor Julie Duck who is Acting in the role following the transition of Professor Tim Dunne to a Pro-Vice-Chancellor position in the Office of the Provost.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a new Faculty Centre for Policy Futures, and several school-based research centres. The Faculty is also host to the Institute for Modern Languages and the Confucius Institute. The Faculty offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

There are over 300 academic staff across the Faculty, making it one of the largest in Australia. One indicator of the Faculty’s standing in the disciplines that we research is membership in the learned academies, where UQ can proudly claim 33 members of the Australian Academy of the Humanities and 50 members of the Academy of Social Sciences in Australia.

Teaching in the Faculty is underpinned by substantial research performance and several specialized fields of research were judged at the highest level (5 ranking) in the 2015 Excellence in Research Australia (ERA) round. These fields include Specialist Studies in Education; Political Science; Cultural Studies; Literary Studies; History and Philosophy of Specific Fields. Overall, HASS returned outputs to 21 disciplinary field codes, where 90% were rated above (4 ranking) or well above world standard (5 ranking). This is indicative of high quality and capacity in research.

These research achievements internationally are reflected in the 2017 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 16th in the world on the quantum of publications in ranked journals, placing us first in Australia and in the Oceania region (for the full data-set see http://www.leidenranking.com).

The quality of our overall Faculty’s performance is also evident in the QS World University Rankings for 2017 which places Social Sciences/Management at UQ at 39th in the world, and Humanities at 50th in the world. This data can be accessed at: http://www.topuniversities.com/faculty-rankings.

More information about the Faculty can be accessed at http://www.hass.uq.edu.au/.

The School of Education is consistently ranked as one of Australia’s leading research and teaching institutions in the field of education. It has a strong commitment to addressing issues of education and equity in the context of rapid social, economic and cultural change. The
School’s education programs and research agendas have focused on driving state and national educational innovation and reform.

The School currently offers the following teacher preparation programs: one four-year Bachelor of Education (Primary Years), a range of Bachelor of Education (Secondary) Dual Degrees, a Master of Teaching (Primary) and a Master of Teaching (Secondary). It also offers professional development opportunities via its suite of postgraduate coursework programs, and has a vibrant postgraduate research community.

The School’s staff are internationally cited and recognised for outstanding work in such fields as sociology and policy studies in education, educational psychology and learning sciences, inclusive education, literacy and numeracy, pedagogy and school reform and leadership.

Further information and details of the research interests of academic staff may be accessed on the school’s web site at https://education.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

This position is one of two Administration Officers (Placements) whose primary role is to coordinate, organise and monitor Practicum Placements within the School’s primary, secondary and middle years of schooling pre-service teacher education programs, including liaison with schools and students regarding practicum placements. This includes support and advice to the Director of Professional Experience and Program Directors as well as support and advice to students regarding the School’s academic programs. The position also provides support across all programs and activities of the School.

Duties

Duties and responsibilities include, but are not limited to:

**Practicum Placements**

- Negotiate with school Principals to attain suitable primary, secondary and middle years of schooling practicum placements in schools within the metropolitan and remote area districts throughout Queensland which fulfil the requirements of the pre-service teacher programs.

- Coordinate, prepare and distribute practicum placement allocation to schools and notify pre-service teachers. In consultation with the Director Professional Experience make determinations and solve problems relating to the allocation of students to a variety of placement settings throughout their program.

- In collaboration with the School Manager and Director Professional Experience develop, document and implement a comprehensive, efficient and effective system for the practicum placement of pre-service teachers ensuring compliance with legislation, QCT/AITSL requirements and University policies.

- Respond to enquiries from pre-service teachers and schools in relation to practicum placements in a timely manner including making determinations and solve problems relating to the allocation of students to a variety of placement settings throughout their
velop and implement an
dough mentoring, collaborating

- Schedule Software including adhoc room bookings and undertaking Syllabus Plus
  Assist wi
effective provision of services to the School's clients.

- Encourage continuous improvement and a strong commitment to the efficient and
  the sharing of information so that staff motivation is at an optimum level to

- Contribute to the development of a cohesive team thr
  requirements for facilitators.

- Manage, and provide support for, the activities of the Director Professional Experience
  Program in the first insta
  complex or academic issues to the Director Professional Experience or Director of

- Respond to queries and provide accurate and timely advice and guidance to students
  examinations and assessment, and other related matters) particularly for international
  students who are new to the country and UQ.

- Represent the School at University events eg; PG advice night, TSEXPO, UQ Open Day and postgraduate careers fairs.

- Respond to queries and provide accurate and timely advice and guidance to students
  and teaching staff on enrolment-related matters (e.g. programs and courses offered by
  the School, University policies, student study plans, enrolment, application for credit,
  examinations and assessment, and other related matters) particularly for international
  students who are new to the country and UQ. Respond appropriately to verbal and
  written application queries from prospective postgraduate students, seeking advice as
  necessary from other members/units of staff within the University and referring
  complex or academic issues to the Director Professional Experience or Director of
  Program in the first instance.

- Manage, and provide support for, the activities of the Director Professional Experience
  including but not limited to secretariat services to committees or meetings as required,
  researching information on their behalf when required, organizing professional
  development workshops, checking facilitator appointments including validating the
  currency of their teaching qualifications and ensuring the School meets the QCT/AITSL
  requirements for facilitators.

- Contribute to the development of a cohesive team through mentoring, collaborating
  and the sharing of information so that staff motivation is at an optimum level to
  encourage continuous improvement and a strong commitment to the efficient and
  effective provision of services to the School's clients.

- Assist with the preparation of the School’s academic timetable using the Syllabus Plus
  Scheduler Software including adhoc room bookings and undertaking Syllabus Plus
  training.

- Develop, document, implement and continually improve the School's administrative
  processes and systems to support the delivery of School's Operational Plan objectives
with an emphasis on improving service delivery and the customer experience, seeking efficient and effective work practices and creating a comprehensive set of standard operating procedures and sharing knowledge across the professional staff team.

- Develop and maintain effective administration procedures and electronic records management systems for the efficient operation of the School in accordance with the University’s record management guidelines.
- Assist with the preparation and development of marketing materials including web updates, social media communications and program handbooks.
- Any other duties as reasonably directed by the School Manager.

**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 School Manager, School of Education.

**SELECTION CRITERIA**

**Essential**

- Completion of an undergraduate degree without subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Hold, or be eligible to hold, a valid Queensland Government BlueCard
- Demonstrated planning, organisational and problem-solving abilities including managing multiple tasks simultaneously and the ability to be proactive and make recommendations to management on matters affecting professional placements.
- Demonstrated ability to maintain administrative systems and procedures appropriate to the effective and efficient conduct of professional experience and a willingness to review and/or adapt to new procedures.
- Demonstrated high level computer skills, including for the accurate collection, detailed analysis and reporting of information, using various programs including the Microsoft suite of programs (Access, Word, Excel, PowerPoint, Outlook), University administrative systems (Syllabus Plus, Blackboard, Business Objects, Si-net) and web development programs.
- Demonstrated knowledge of the areas of student and academic administration, including an understanding, or ability to quickly gain an understanding, of the requirements for dual degree and postgraduate coursework programs and the ability
to provide accurate, clear and concise program advice to undergraduate and postgraduate students.

- Demonstrated capacity to take initiative, work independently with a minimum of supervision, maintain a high level of accuracy and attention to detail, and work collaboratively in a team to meet the organisation’s and unit’s goals.

- Demonstrated excellent interpersonal and verbal communication skills that encourage cooperation from a diverse range of clients, including the ability to negotiate and secure sites for student placements, and the ability to positively develop, manage and maintain strong working relationships with external and internal stakeholders across a wide client base.

- Demonstrated high level written communication skills including the ability to compose accurate, clear and concise information and to draft, to approval stage, handbooks and information relevant to Professional Experience.

- Demonstrated commitment to providing a high professional level of client service to students, staff and external stakeholders.

- Demonstrated experience in exercising tact, judgement and discretion when dealing with confidential and personal matters.

**Desirable**

- Demonstrated experience managing a high volume of work experience or placement activities or similar.

- Sound knowledge of schools, school structures and relevant non-school placement providers and an ability to effectively communicate and to liaise across all sectors of state, Catholic and independent school systems, non-school settings and the University.

- Experience in a tertiary administrative position with knowledge of University administrative procedures.

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.

This role is a full-time position; however flexible working arrangements may be negotiated.

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