POSITION DESCRIPTION

Position Title: Executive Coordinator
Organisation Unit: Institute for Social Science Research
Position Number: 3037873
Type of Employment: Full Time, Fixed term for 3 years.
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 (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://uniqquest.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 Institute for Social Science Research (ISSR) is a national leader in advanced interdisciplinary social science and evidence-based policy research. ISSR researchers address some of the most important issues and challenges facing Australia and the world today in areas such as education, employment, housing, social wellbeing, homelessness, sustainability, international development and Indigenous studies. The Institute also undertakes research to improve social science and evaluation methodology and is developing new capabilities in data science, and in the social aspects of health. The Institute also offers commercial services and training for public, private and community sector organisations. It provides high-quality learning experiences for postgraduate and postdoctoral students, and has some of the most advanced research facilities for data collection and analysis in the country. The Institute employs nearly 100 faculty and staff, has an annual budget of $10 million and includes affiliated researchers in the fields of political science, sociology, social policy, geographical sciences, economics, psychology, education, demography, mathematics, statistics and computer science. In mid-2015, ISSR relocated from the St Lucia Campus to the University's new Long Pocket precinct (off Meiers Road, Indooroopilly).

More information about ISSR can be found at www.issr.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

The position will provide executive support to the Institute Director and Deputy Director (Operations) to ensure the Director’s activity and the functions of the ISSR Executive are delivered to a high quality and in an effective and timely manner. The position will work collaboratively with other members of the ISSR Executive team to progress the strategic priorities of the Institute.

The position will play a linkage role in the Executive Office, particularly related to messaging between central University functions and the Institute and managing internal communication flows from the Director’s office.

Duties

Duties and responsibilities include, but are not limited to:

Executive Support and Projects

- Provide executive support to the Institute Director on specific Institute, University and external strategic project-related matters.
- Work with the Deputy Directors to ensure the Institute Director is appropriately prepared to lead significant Institute priorities, as well as ensuring preparedness for the commitments of the Institute Director. This includes liaising with internal and external stakeholders, anticipating needs and coordinating and providing relevant organisational support, (including briefing papers), as well as the coordination and follow up of issues as required.
- Monitor the Director’s portfolio of activity, undertake research and prepare correspondence, briefings, presentations and reports as required.
• Develop and maintain effective and collaborative partnerships with internal and external stakeholders.
• Provide project management support to the Director to manage the delivery of executive functions. Support the Director to delegate work and ensure that all research reporting requirements are met, including capturing KPI's.
• Undertake independent projects to support the Director as directed by the Director and Deputy Director (Operations).

**Administrative Support**

- Provide high level confidential and senior level secretarial support to the Institute Director.
- Exercise tact, diplomacy and discretion in written and verbal communications. Review and screen emails to sort and identify priorities for immediate action.
- Coordinate and organise meetings and appointments while planning for present and future commitments, including managing all aspects of the Director’s diary.
- Prepare for the following week’s Executive calendar management (diaries, relevant paperwork and preparatory requirements, space/catering logistics, acting arrangements, travel, and credit card reconciliations). Review all incoming correspondence and emails prior to distribution and draft correspondence for the Institute Director’s approval and distribution.
- Play an active role in disseminating information from the Institute Director’s correspondence to appropriate stakeholders for action and follow up.
- Maintain the Director’s key professional contacts and their details.
- Design and populate PowerPoint presentations suitable for use in both internal and external analysis.

**Governance Services**

- Assist the Director and Deputy Directors to develop standing reports for the Executive Committee, taking initiative to identify items for inclusion in the reports and for the agenda.
- Support the Deputy Director (Operations) to manage the Institute’s committees, including developing agendas, acting as secretary, undertaking research and developing reports and providing project management to progress the Institute’s priorities. The position will also play an active role in making recommendations for committee agenda items based on the Institute Director’s priorities and activities.
- Effectively liaise with senior UQ executive portfolios as guests to the Executive Committee and facilitate internal stakeholder engagement in Executive sub-committees and working groups.
- Support the Deputy Director (Operations) to coordinate Governance-related internal communications including the coordination of Institute Staff Forums.
- Play an active role in disseminating information via the ISSR intranet and become a master user of SharePoint to support the Office and Facilities Manager.
- Manage annual scheduling for Institute and Faculty committees.
- Coordinate the annual recruitment of members for ISSR committees and service roles, both internal and external to the Institute.
- Arrange Executive retreats and workshops 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 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).

SELECTION CRITERIA

Essential

- Completion of a degree with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
- High level of computer proficiency, across a wide range of computer applications in a network environment (particularly MS Word, Excel and Outlook) in a large to medium sized organisation.
- At least four years of secretarial experience with senior management.
- Excellent written skills with the ability to research and collate information in the development of reports.
- Exceptional accuracy and attention to detail.
- High level communication skills including the ability to communicate effectively with key external stakeholders and staff at all levels of the University.
- High level interpersonal skills, including the ability to demonstrate judgement, tact, diplomacy and discretion in a role working with confidential and sensitive information.
- Sound knowledge and understanding of the University's governance structure and policy framework or the demonstrated ability to rapidly acquire such knowledge.
- Ability to work flexibly in a fast-paced environment of changing priorities.
- High-level planning, analytical and organisational skills with the ability to handle competing deadlines.

Desirable

- Experience working in the higher education sector.
- Experience with UQ's travel booking system and expense management system.
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.