POSITION DESCRIPTION

Position Title: Administration Officer (Executive Support)
Organisation Unit: School of Education
Position Number: 1290537
Type of Employment: Full-time Continuing
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 provides a high level of executive assistance and administrative support to the Head of School and the School Manager. The position also supports the Head of School in administration of research and other projects, contributes to engagement support, and undertakes other administrative duties as directed by the School Manager.

The Executive Assistant is responsible for developing and maintaining systems that support a well organised office where confidentiality, responsiveness and flexibility are essential.

Duties

Duties and responsibilities include, but are not limited to:

- Provide a high standard of professional assistance and confidential executive support to the Head of School, Deputy Head of School and School Manager including diary management, collating and preparing material for meetings ensuring briefing papers are provided in a timely manner.
- Maintain an efficient and well organised office in an environment where confidentiality, responsiveness and proficiency are essential ensuring that university, faculty and school policies and procedures are adhered to.
- Coordinate the annual academic staff appraisal process as well as other HR activities related to academic staff in consultation with the Head of School and School Manager ensuring that appropriate documentation is completed and forwarded to HR in a timely manner.
- Organise and provide administrative assistance for meetings, such as School staff meetings, strategic planning activities, and external advisor meeting. This includes scheduling of meetings, booking venues, arranging catering, liaising with facilitators and other external participants, drafting agendas, organising papers, recording key discussion and outcomes and ensuring any follow-up actions are taken.
- Organise domestic and international travel for the Head of School, Deputy Head of School and School Manager including scheduling of meetings, preparing itineraries,
booking transport and accommodation and completing UQ travel forms and other relevant documentation.

- Undertake research into a diverse range of issues, sourcing relevant data both internal and external to the University. Collate, analyse and present data for consideration by the Head of School, Deputy Head of School and School Manager.

- Provide a high level of administrative support to the School’s recruitment activities the processing of a high volume of applications, collating assessment documentation and arranging interviews. This activity is performed in close liaison with the School Manager and Faculty HR staff.

- Manage adjunct and honorary appointments and the School’s Visiting Academic Program in conjunction with the School Manager.

- Assist Head of School and School Manager with monitoring academic workloads by annually preparing the discipline workloads spreadsheets in conjunction with the Academic Administrator.

- Assist the School Manager with the management of resources and space including the completion of the annual space validation audit using the Archibus system.

- Assist the Head of School with the management of research and other projects through liaison with the Faculty Finance PST, research assistants and Faculty Human Resources PST.

- Manage reimbursement of expenses for the Head of School and Deputy Head of School and reconcile corporate credit cards in accordance with the university policy and procedures.

- Liaise effectively with a diverse range of people including staff at all levels within the university, undergraduate and postgraduate students, representatives from government, commerce and industry and members of the general public.

- Assist with organising the School’s public relations initiatives, including public lectures and other activities involving other University departments, external organisations and the wider community.

- Assist with the implementation of alumni liaison strategies, including communication with and activities for alumni.

- Assist with the organisation of awards and prizes including contacting sponsors and liaising with UQ Prizes and Scholarships. Provide direction to administrative staff in the organisation of the awards and prizes events.

- Manage the School’s communications including social media, emails and updating events on the School’s website. In addition provide support for the management of the School’s website, including the intranet, through assisting with the coordination and monitoring of content.

**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.
SELECTION CRITERIA

- Completion of an undergraduate degree; or completion of a diploma and at least 2 years subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Relevant executive administrative experience in a tertiary education institution or other large organisation, of a minimum of two years with substantial experience in providing a high standard of administrative support to senior executives.
- Demonstrated high level written communication and interpersonal skills as evidenced by the ability to draft professional standard correspondence, reports, business procedures and other documents and to develop material for formal presentations with a high level of accuracy and attention to detail and deal tactfully with a diverse range of people while always maintaining a client focussed philosophy.
- Demonstrated highly effective work organisation skills including the ability to prioritise tasks, work effectively under pressure and achieve goals within established timelines both independently and as part of a team whilst working in a busy office environment as well as constructively and cooperatively with staff from within the School and across the University.
- Demonstrated ability to provide administrative support to research projects including providing advice to project leaders on financial aspects of grants and to represent the Head of School in discussions on grant administration.
- Demonstrated high level of proficiency in the Microsoft Office suite (Word, Excel, PowerPoint and Outlook).
- Demonstrated ability to manage corporate communications and social media effectively for the promotion of the organisation and within organisational policy and guidelines.
- Proven ability to handle and maintain workplace confidentiality, exercise initiative and judgement especially when dealing with non- routine, sensitive or confidential matters.

Desirable

- Working knowledge of University administrative systems, policies and procedures or the capacity to rapidly acquire this knowledge.
- Ability to use the UQ Reportal, UQ Content Management and Archibus or to quickly acquire these skills would also be advantageous.

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.