POSITION DESCRIPTION

Position Title: Executive Assistant
Organisation Unit: School of Historical and Philosophical Inquiry
Position Number: 3038798
Type of Employment: Full-time, fixed-term until 22 December 2017
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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 $11 billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim 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 Executive Dean of the Faculty is Professor Tim Dunne, who continues to be active in his field of political science alongside his leadership role.

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), and several school-based research centres. It 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. One indicator of our 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 most recent Excellence in Research Australia (ERA) evaluation that concluded at the end of 2015. 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 2016 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 21st 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 Historical & Philosophical Inquiry is a dynamic team with a reputation for innovative approaches to teaching and research excellence. We consider and explore how human beings have ordered and made sense of their world throughout history, from ancient times through to the present, and how this informs our futures. Our disciplinary groupings of Classics and Ancient History, Studies in Religion, Philosophy and History are united by this common intellectual quest, and are mutually reinforced and supported by each discipline's distinct approaches, perspectives and methodologies. Through our research, teaching and
engagement activities, we seek to further and disseminate knowledge about these aspects of humanity. In doing so, we serve our scholarly communities, our students, and our wider societies. We operate to the highest ethical standards in the way our staff, students and other stakeholders relate to each other. We aspire to quality and best practice in all that we do.

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 provide a high level of executive assistance and administrative support to the Head of School and School Manager. The position will also act as the Unit Publications Officer for the School, process honorary appointments, document the annual academic appraisals process and assist in the support of School events.

Duties

Duties and responsibilities include, but are not limited to:

Executive Assistant

- Provide a high standard of professional assistance and confidential executive support to the Head of School and School Manager including preparation of documentation and reports;
- Manage incoming correspondence and enquiries to the Head of School's office by evaluating to determine required action and associated priorities. Initiate action as appropriate, including referring matters to relevant staff members for action and/or advice and taking follow-up action to ensure timely resolution of all matters;
- Co-ordinate the Academic Appraisal administrative processes on behalf of the Head of School and liaise with Faculty Human Resources and the University's Continuing Appointments and Promotions committee where necessary.
- Maintain the Head of School’s diary;
- Maintain School meeting calendar and Events calendar.
- Assist with preparations for School reviews.
- Assist Head of School and School Manager with monitoring academic workloads by annually preparing the discipline workloads spreadsheets in conjunction with the Academic Administrator.

Engagement

- Assist with School events such as conferences, public lectures, Continuing Professional Development and other engagement/research events.
- Under the direction of the School Manager/Director of Engagement, review and update the School website.
- With the Student Admin Assistants, devise course posters or other promotional materials under direction.
- Monitor and act on School Engagement mailbox.
Committees and Research Support

- Act as the School’s Unit Publication Officer, coordinating all aspects of the collection of the School’s research output data.
- Undertake the role of secretary for School Committee and Research/HDR Committee, including organising meetings, preparing agendas, minute taking, distribution of meeting papers and monitoring action outcomes;
- Coordinate activities within the school that promote the School’s research, including the Annual Research Celebration.
- Monitor and act on School Research mailbox.
- Liaise with Faculty Research office, attending meetings as appropriate.
- Coordinate the dissemination of information about relevant workshops, seminars and administrative deadlines.
- In the absence of the Administrative Officer (HDR), monitor the HDR mailbox.
- In consultation with the Head of School and Discipline Convenors, manage the appointment/reappointment of Honorary, Adjunct and Visiting Staff to the School; undertake online inductions for Visiting Academics.

General Administration

- Maintain school risk assessment database.
- Organise annual test and tag exercise on behalf of the School.

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 Head of School and School Manager.
SELECTION CRITERIA

Essential

- Education, training and/or relevant experience equivalent to the completion of a degree, or completion of an associate diploma and at least 2 years subsequent relevant work experience.
- Demonstrated commitment to the provision of excellent client service including high level interpersonal, written, and oral communication skills that will enable the appointee to communicate effectively with a wide range of clients including students, colleagues, and senior staff of the University.
- Demonstrated ability to exercise discretion and good judgement, maintain confidentiality, and the ability to pay attention to detail.
- Demonstrated highly effective organisational 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;
- Sound knowledge of the University’s policies and procedures, particularly in relation to student matters or the ability to rapidly acquire such knowledge.
- High level competency in computer literacy skills including Microsoft Office and Adobe Creative Suite, Website Content Management Systems and the ability to acquire skills in the use of new software packages;
- Demonstrated ability to effectively use specialist software applications and databases, such as SI-net (student administration system) and Business Objects (Data Warehouse), or the ability to rapidly gain such knowledge.

Desirable

- Demonstrable experience in the use of Drupal.

The University of Queensland values diversity and inclusion.

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

Applications are also encouraged from women.

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