POSITION DESCRIPTION

Position Title: Administration Officer (HEW 5)
Organisation Unit: Academic Policy and Programs
                    Academic Administration, Academic Services Division
Position Number: 1324386
Type of Employment: Continuing, full-time

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 over 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. Major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and in Brisbane city. UQ 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 a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.
Organisational Environment

The Academic Services Division (ASD) comprises two directorates that provide high quality administrative and professional services in support of the University's academic activities. The directorates within ASD are Student Administration and Academic Administration.

Academic Administration provides central administrative support for learning and teaching activities through a range of services spanning academic policy development and decision-making processes, management of teaching spaces and class scheduling, and misconduct and student grievance resolution processes. It includes three organisational units:

- Academic Policy and Programs
- Student Complaints and Grievance Resolution
- Teaching Space Management.

The Academic Policy and Programs team provides administrative support for teaching and learning activities through a range of services that facilitate, coordinate and inform, amongst other things, academic governance and decision-making, quality management, and regulatory compliance.

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 support a range of activities undertaken by the Academic Policy and Programs team associated with central University governance, academic programs and policy decision making processes, and the implementation of outcomes.

Duties

Duties and responsibilities are to provide administrative support for committees of the Academic Board, and for processes such as academic program approval and implementation, academic policy development, and School reviews. The duties listed below are examples of tasks associated with this position.

- Provision of secretariat and other administrative support for central University committees and working parties, including preparing agendas and minutes, and undertaking research into matters considered by committees.
- Administration of School and Administrative Unit reviews, including scheduling, collating material, coordinating travel and catering arrangements.
- Assistance with development and review of academic policies, including maintaining entries in the Policies and Procedures Library, providing advice to policy contact officers, and confirming consistency and accuracy of content.
- Maintenance and dissemination of program information through the web and other publications. Provision of support and advice in relation to academic program approval, development and implementation.
- Maintenance and review of business processes and information management associated with the efficient functioning of teams and committees.
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 Coordinator, Academic Policy and Programs.

SELECTION CRITERIA

- Qualifications and training equivalent to an undergraduate degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
- Excellent written and oral communication skills, with the ability to communicate, consult and negotiate with staff at all levels.
- Well-developed analytical, conceptual and problem-solving skills.
- Demonstrated computer literacy including the ability to use word processing, spreadsheets, database systems, and data warehouse software.
- Proven organisational skills and demonstrated ability to meet tight deadlines, establish work priorities, work within defined processes and follow through to completion.
- Ability to think creatively and to develop and implement innovative solutions within a business context.
- Strong interpersonal skills including demonstrated ability to work under broad direction only, exercise initiative in undertaking tasks, accept responsibilities and work effectively as part of a team.

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.