**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Office Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation Unit:</td>
<td>Occupational Health and Safety Division</td>
</tr>
<tr>
<td>Position Number:</td>
<td>1116110</td>
</tr>
<tr>
<td>Type of Employment:</td>
<td>Continuing Full time</td>
</tr>
<tr>
<td>Classification:</td>
<td>Hew Level 6</td>
</tr>
</tbody>
</table>

**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 $11billion+ (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 goal of the **Occupational Health and Safety Division** is to promote the highest practicable standard of occupational health, safety and wellness within the University of Queensland, drive a positive OHS culture and facilitate compliance with legislation and national standards. The OHS Division is a central operational work unit of the University, and works closely with a network of work health and safety managers and co-ordinators across the Faculties, Schools and Institutes of the University.

Other team members within the OHS Division include generalist OHS practitioners, occupational hygienists, biosafety advisors, ergonomists, an occupational health nurse, diving and boating advisor, radiation safety specialist, and workers’ compensation specialists. The UQ Wellness program also operates from the Occupational Health and Safety Division.


The personal qualities of the person that are expected, and would be a terrific fit for the OHS Division include the following:

- A demonstrated ability to be able to work within a team environment as well as independently, enthusiastically and with initiative
- A demonstrated ability to communicate effectively, in both written and oral forms.
- A demonstrated reliability to meet deadlines and be effective in achieving results
- Possess integrity, tact and discretion
- A demonstrated willingness to participate in further professional development
- A positive, constructive and consultative approach to working in a team.
- Ability to apply professional judgement and discretion across particular sets of rules or regulations to make effective decisions.
- A meticulous attention to detail.

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](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

The Office Manager is responsible for the management of the Director’s Office as well as the effective day to day administration of the Division and administration support to all areas within the division.

The Office Manager is one of two administrative positions within the Division, the other position is that of Administrative Officer/receptionist. The Office Manager has supervisory responsibilities of the OHS Division Administration Officer.

The position is responsible for a range of financial, administrative and human resource matters including assisting Central with the management of the OHS Division budget. The Office Manager has financial delegation for items of expenditure up to $20 000.

Duties

Duties and responsibilities include, but are not limited to:

Executive Support
- Manage the Directors diary including arranging meetings
- Special project work as directed by Director
- Arrange annual performance reviews for division staff

Administration
- Responsible for managing the operations of the OHS Office
- Supervise and prioritise work of the Administration Officer.
- Administrator of Division’s web page and email accounts
- Develop, monitor and review administrative processes for the Division.
- Maintenance of space register.
- Administer OHS courses within the Staff Development Program, including venue arrangements and catering.
- Assisting other OHS specialist staff regarding administrative and procedural matters
- Provide accurate and high quality first line advice on OHS policies and procedures to staff, students, government departments or the general public referred on by the Administrative Assistant/Receptionist.
- Assess enquiries on OHS matters for referral to specialist advisers
- As the HR contact officer, assist in the processes for recruitment, selection and appointment of positions
- Prepare and maintain OHS reporting systems from several databases
- Initiating programs arising from ongoing OHS policies e.g. no-smoking policy, OHS training programs;
- Ensuring compliance with all Central Administration procedures
- Acquire knowledge of OHS procedures/legislation
Financial
• Provide relevant input to the Finance Professional Services team to assist with budget and forecast preparation and maintenance.
• Assist the Finance Professional Services team with monitoring of performance against budgets, providing relevant insights to account for any variances.
• Provide relevant input to the Finance Professional Services team for the creation and ongoing management and analysis of management reports.
• Assist with the raising of purchase orders, invoice matching and payment to suppliers.
• Initiate requisitions for goods and services via self-service tools or the Finance Professional Services team.
• Initiate travel requests and bookings via self-service tools and undertake timely travel finalization processes.
• Upload receipts and tax invoices via the Expense management system.
• Assist in the end to end procurement process including the development of supporting and tender documentation, project planning and management, governance controls, tender evaluation etc.
• Administer the annual asset stocktake cycle.

Committees
• Perform committee secretary responsibilities for various committees as directed by Director.
• Coordinate committees as required including venue arrangements, agendas, minutes, maintaining records of memberships and other duties 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 work health and safety 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 Director, Occupational Health and Safety Division.
SELECTION CRITERIA

**Essential**

- Completion of a relevant degree and / or substantial administrative and secretarial experience at an executive level, or an equivalent combination of relevant experience and / or education and training
- Extensive experience in providing high level administrative, committee and executive support including experience working independently.
- Demonstrated high level communication, interpersonal and negotiation skills, particularly as they relate to delivery of quality customer service to a range of staff, students and external stakeholders, including ability to exercise confidentiality within the workplace.
- Demonstrated high level computer literacy, in particular with Microsoft Word and Excel, editing web pages, and the ability to administer and monitor financial activities.
- Excellent organisational skills with the ability to supervise staff, prioritise competing work demands, to work under pressure and to meet deadlines.

**Desirable**

- Broad understanding of university corporate systems such as Unifi, Business Objects, Aurion and Drupal/Online Content Management System (web), or a capacity to rapidly gain such skills.
- Previous experience working within a university environment, or similar.
- Sound knowledge of university organisational structures and functions or a capacity to rapidly gain such knowledge.

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.