POSITION DESCRIPTION

Position Title: Executive Administrator
Organisation Unit: Human Resources
Position Number: 302724
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 (60). 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

UQ Human Resources is responsible for enabling achievement of the University’s strategic ambitions through attracting, developing and retaining talented, engaged and high performing staff. This, in turn, enables University staff to better support our current and future students. Human Resources provides high quality human resource management guidance and expertise, through effective policy development, constructive advice and efficient administrative services. We are building a team of strategic HR professionals to provide outstanding, client focused, proactive and effective solutions and services for all UQ staff.

The key specialist service areas of Human Resources are:
- Client Services
- Workplace Relations
- Workplace Diversity and Inclusion
- Organisational Leadership and Development

Human Resources at UQ operates within a highly devolved environment with Human Resources staff located in Professional Services teams in Faculties, Research Institutes and Central Divisions, supported by HR specialist service teams.

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 confidential administrative and office management to the Chief Human Resources Officer, Deputy Director HR (Client Services) and senior management to enable the effective and efficient operation of UQ Human Resource’s administrative operations.

Duties

Duties and responsibilities include, but are not limited to:

Executive Support

- Provide administrative support to the Chief Human Resource Officer and Deputy Director HR (Client Services) and senior management including the preparation of correspondence, reports, submissions and other documents as required;
• Attendance at and preparation of various HR related meetings including room bookings, room setup, catering, agenda and associated document preparation (drafting, printing, collating), minutes, and associated follow-up action;
• Calendar management for the Chief Human Resources Officer and Deputy Director HR (Client Services), and senior management (where requested) including arranging meetings or other activities as required;
• On behalf of the Chief Human Resources Officer and Deputy Director HR (Client Services), refer enquiries and correspondence to relevant staff members for action or advice, and seek follow-up resolution of issues as required;
• Mentoring disability employment candidates and/or trainees who may be placed in a HR support role;
• Liaise effectively with members of external organisations, government officials, businesses, senior university officers and their support staff, academics and administrative staff on matters of relevance to the Director and Deputy Director’s activities;
• Manage the planning, coordination and catering of seminars/forums, conferences and workshops sponsored by the Chief Human Resources Officer and Central Professional Service area;
• Organise all aspects of domestic and international travel requirements for the Chief Human Resources Officer, Deputy Director HR (Client Services) and senior managers;
• Prioritise incoming mail for action by the CHRO;
• Perform other duties as assigned by the Chief Human Resources Officer, Deputy Director, HR (Client Services) and senior management.

Office Administration
• Be the first point of contact for the HR Professional Services teams and the Human Resources Services area in meeting and greeting visitors;
• Respond to a diverse range of enquiries presented in person, by telephone and email from all sections of the University and wider community. Initiate further action whenever possible/appropriate and ensure all enquiries are followed up;
• Maintain administrative files, systems, HR contact and distribution lists; collecting and distributing mail; photocopying and faxing;
• Act as financial delegate for the HR Central Professional Services Area, including overseeing and administering office management tasks (include finance and file management using UniFi and EMS )Expense Management System)
• Perform other duties as assigned

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

V6.1 August 2017
Organisational Relationships

The position reports to the Chief Human Resources Officer.

SELECTION CRITERIA

**Essential**

- Completion of a relevant degree without subsequent relevant work experience; or the completion of a diploma level qualification and at least two years subsequent relevant work experience preferably in the fields of administration; or an equivalent combination of relevant experience and/or education/training;
- Demonstrated experience in executive support or administrative office management in a large, complex high-volume office;
- High level interpersonal skills and sensitivity to deal with confidential matters and exercise initiative and judgement.
- High level proficiency with MS Office programs, including Word, Excel and Outlook.
- Ability to work effectively under pressure to meet deadlines, whilst maintaining accuracy and attention to detail;
- Demonstrated commitment to the provision of high quality customer service;
- A commitment towards improving work practices, flexibility, problem solving and conflict resolution;
- Ability to establish positive relationships with Senior Executives, staff, and external contacts;

**Desirable**

- Experience in working in a university environment

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](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.