POSITION DESCRIPTION

Position Title: Administration Officer
Organisation Unit: Office of the Chief Operating Officer
Position Number: 3024084
Type of Employment: 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 (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 Governance and Risk Division provides leadership, strategic direction and management to enable effective and efficient governance and risk management towards delivering the University’s planned outputs and outcomes. The Division is responsible for the development and management of the University’s enterprise-wide governance, risk management, compliance and procurement frameworks facilitating their adoption, and providing assurance on their effectiveness.

Planning and Business Intelligence is a key resource to the senior management of the University, providing data, management information and analysis to support evidence-based decision making. It is responsible for coordinating the development of the University’s strategic and operational plans and conducting performance monitoring, environmental scanning, statistical analysis and reporting.

The Integrity and Investigations Unit manages and conducts investigations into allegations of misconduct or serious misconduct made about The University of Queensland employees or practices, manages and reports on complaints that qualify as Public Interest Disclosures and provides advice and assistance to UQ employees about complaint handling and identification of misconduct matters.

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

The position will provide general administrative support to the Offices of Governance and Risk, Planning and Business Intelligence and the Integrity and Investigations Unit.

Duties

Duties and responsibilities include, but are not limited to:

- Assist the Directors and Deputy/Associate Directors by arranging and preparing for meetings, travel and accommodation; by drafting correspondence; and by maintaining efficient filing and records management systems.
- Undertake general office administrative and maintenance duties such as ordering stationery and consumable supplies, booking meeting and training rooms and organising team meetings.
- Assist in the preparation, formatting and checking of written correspondence and documentation.
- Provide secretariat support, where necessary, to various committees or working parties including assisting with the preparation of agendas and minutes and follow-up on outcomes.
- Internal Audit: data entry of audit findings into the Vision database.
- Integrity and Investigations: data entry into the CMS database.
- Maintain web sites for Governance and Risk, IIU and AURIMS (contact and conference details).
- Security card custodian for Governance and Risk and Planning in JD Story.
- Perform other administrative duties as required.
- Use UQ’s corporate finance system UniFi to process: travel; credit card reconciliations; and petty cash as appropriately approved and in accordance with University policies and procedures.
- Undertake annual space audit using ARCHIBUS.
- Maintain the asset registers for Planning and Business Intelligence, Governance and Risk and the Integrity and Investigations Unit and co-ordinate the stocktake including completing all required systems/paperwork for asset retirements and processing.
- Coordinate recruitment and selection processes, including drafting of advertisements and position descriptions, and organising interviews.
- Accurately complete the required documentation for staff appointments including new appointments, reappointments, non-renewals and variations.
- Monitor various HR status reports (such as expiries and leave balances) and liaise with supervisors for actions.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
- 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 Director Governance and Risk, however, for matters specifically relating to Planning and Business Intelligence and the Integrity and Investigations Unit, the position reports to the heads of those functions/units.
SELECTION CRITERIA

Essential

- Completion of a diploma level qualification and at least two years subsequent work experience providing administrative support in a large organisation; or an equivalent combination of relevant experience and/or education/training.
- Strong written and verbal communication skills including experience in preparing correspondence and memos and liaising with diverse groups of people.
- Demonstrated experience in managing day-to-day financial processing and other administrative tasks including experience in using general administrative systems (e.g. finance systems and HR systems).
- Strong problem solving skills and the ability to exercise initiative and judgment.
- Excellent interpersonal skills including the ability to communicate effectively with diverse groups, both within and external to the University.
- Demonstrated attention to detail and a high degree of accuracy.
- Demonstrated ability to work effectively both independently and as part of a team.
- Excellent organizational and time management skills.

Desirable

- Experience in The University of Queensland’s administrative and/or financial systems will be an advantage.

The University of Queensland is committed to equity, diversity and inclusion.