POSITION DESCRIPTION

Position Title: Administration Officer
Organisation Unit: Health, Safety and Wellness Division
Position Number: 3001584
Type of Employment: Continuing - Fulltime
Classification: Hew Level 4

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 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

The goal of the Health, Safety and Wellness Division is to promote the highest practicable standard of occupational health, safety and wellness within the University of Queensland, drive a positive HSW culture and facilitate compliance with legislation and national standards. It is a central operational area 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.

Staff of the Health, Safety and Wellness Division function within a multidisciplinary team environment. Team members include generalist HSW practitioners, occupational hygienists, biosafety advisors, ergonomists, an occupational health nurse, diving and boating advisor and radiation safety specialist. The UQ Wellness program also operates from the Health, Safety and Wellness Division.

The Administration Officer is one of two administrative positions in the Division. The other position is the Office Manager who reports to the Director.

Information about the HSW Division may be accessed on the Division’s web site at http://www.uq.edu.au/ohs

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 Administration Officer position plays a crucial support role within the Health, Safety and Wellness Division and is responsible for assisting with the smooth administrative function of the Division by being an effective team member and carrying out all required administration duties.

Duties

Duties and responsibilities include, but are not limited to:

Administration

- Perform tasks/assignments which require proficiency (or the ability to rapidly acquire proficiency) in the area’s procedures and processes
- Attend to reception, email and telephone enquiries
- Mail collection and sorting
- Administration support for Director, Office Manager, and HSW Advisers as required
- Maintain the Director’s diary
- Maintain HSW registers e.g. minor works applications, hazard reports etc.
- Maintenance of office files (electronic and paper files)
- Prepare agendas, relevant papers and produce minutes for monthly HSW Division meetings and other meetings as required
- Assist with maintenance and updating of HSW website
- Maintain office and equipment supplies
- Arrange room bookings for training, courses and meetings.
- Assistant key custodian for HSW Division.
- Any other duties as reasonably directed by your supervisor

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

Organisational Relationships

The position reports to the Office Manager, Health, Safety and Wellness Division.

SELECTION CRITERIA

Essential

- Completion of a diploma level qualification with relevant work related experience; or an equivalent combination of relevant experience and/or education/training.
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person.
- Experience in the use of a wide range of desktop-based programs, including word processing packages, database and spreadsheet applications (particularly Microsoft Excel, Microsoft Word).
- Ability to interpret and apply relevant University policies and procedures, particularly those relevant to occupational health and safety.
Desirable

- A keen interest in the goals of the UQ HSW Division – the health, safety and wellness of its people.

Personal Qualities

- A customer focus where the customers are internal within the HSW Division and other parts of the University, and external to the University.
- Ability to manage own workload, work independently, enthusiastically and with initiative.
- A positive, constructive and consultative approach to working in a team.
- Demonstrated reliability in meeting deadlines and effectiveness in achieving results.
- Sound judgement with an inherent application of integrity and discretion in the workplace.

UQ 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 for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to Jim Carmichael on 07 3365 2563 or j.carmichael@uq.edu.au.