POSITION DESCRIPTION

Position Title: Project Administration
Organisation Unit: Finance & Business Services
Type of Employment: Full-time, Fixed term
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

UQ Finance is responsible for the enabling achievement of the University’s strategic ambitions by securing UQ’s financial future through expert advice, systems and support. In delivering on this, the Finance function will value professionalism and accountability. Our approach is to treat everyone with respect and to work collaboratively to deliver excellent service.

The key specialist service areas of Finance are:

- Corporate Finance
- Financial Planning and Analysis
- Finance and Business Services
- Professional Services teams - Advisory and Transactional Services

Finance at UQ operates within a devolved environment with Finance staff located in Professional Services teams in Faculties, Research Institutes and Central Divisions supported by Finance specialist service teams. The Project Administrative Assistant sits in the APARA Project team which forms part of Finance and Business Services (FBS).

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 Project Administrative Assistant is an integral role in the Finance Accounts Payable and Receivable Automation (APARA) project team. The Project Administrative Assistant will provide secretariat and other administrative support to the APARA project team. This role will report APARA Project Manager.

The aim of the project is to ensure the successful implementation of the organisational, process and technological changes associated with the solution. The project will affect the breadth of internal organisational departments and external vendors and customers.
Duties

Duties and responsibilities include, but are not limited to:

- Provide high level administration support for the project (e.g. preparing agendas, taking minutes, assisting with preparation for workshops and meetings, scheduling resources and developing and disseminating correspondence and documentation).
- Maintenance of project documentation including:
  - Project status reports;
  - Project schedule;
  - Actions/issues/risks/future improvements/decision registers;
  - Budget and financial records.
- Assists with the preparation of analytical reports.
- Assist with enquiries in relation to the project, determining priorities, actions and re-direction as appropriate.
- Liaise with project team to ensure that internal project governance requirements are maintained.
- 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 Project Manager.
**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.
- Experience in the use of a wide range of computer applications in a network environment (particularly Microsoft Excel).
- Demonstrated experience in the preparation and drafting of correspondence and other material such as minutes.
- Demonstrated ability to work independently, and within a team environment, using initiative, judgement and discretion.
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person.
- Ability to prioritise own workload, work independently and meet deadlines.
- Excellent accuracy, analytical skills and attention to detail.

**Desirable**

- Experience working within a large Financial or Accounting 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) 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 Vanetta Warren, HR Advisor on 07 3346 0403 or central-hr-advisory@uq.edu.au.