POSITION DESCRIPTION

Position Title: Administrative Officer
Organisation Unit: Governance and Risk Division
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 (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.

The Division comprises the following specific functions and teams:

- Enterprise Governance
- Enterprise Risk Services
- Enterprise Insurance Services
- Enterprise Compliance Services
- Enterprise Procurement Services
- Corporate Services
- Internal Audit

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 provides high quality, professional administrative and organisational support to the Governance and Risk Division. The initial focus of the position will be to provide administrative services and support to the Streamlining and Enhancing Policies and Procedures (SEPP) Program. The purpose of this program is to:

- Streamline and enhance University policies and procedures; and
- Provide a process with supporting resources to enable the development of high quality, need-based policies and procedures.

Duties

Duties and responsibilities include, but are not limited to:

Administration

- Provide administrative assistance with activities associated with the Division including administrative support to the Director Governance and Risk and the SEPP Program.
- Assist with the preparation of meetings, the collation of agendas and the taking of minutes.
- Provide administrative support to training programs delivered through the Division.
- Maintain procedures, guidelines and forms for the Division.
- Distribute reports, and undertake photocopying, scanning and filing for the Office.
- Provide administrative support to maintaining training materials for the Division.

**Information Technology/Information Management**

- Maintain and update the University’s Policy and Procedures database.
- Update content on the Division’s websites.
- Develop and maintain efficient filing systems to ensure that important documents, contracts, and agreements etc. adhere to archiving policy and can be located in a timely manner.

- Any other duties as reasonably directed by the Director Governance and Risk.

**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 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.
SELECTION CRITERIA

**Essential**

- Completion of an associate diploma and relevant administrative experience or training, or an equivalent combination of relevant experience and/or education/training.

- High level knowledge and experience with data entry and information technology software, including Microsoft Office.

- Experience with webpage design and development, or the ability to quickly learn.

- Demonstrated ability to be professional, diplomatic, and to maintain confidentiality

- High degree of responsibility and reliability with accuracy and attention to details.

- Well-developed organisational, time management and problem-solving skills with the ability to prioritise own workload and exercise initiative and judgement within established guidelines

- Demonstrated commitment to records management practices and procedures documentation.

- Demonstrated ability to work cooperatively and flexibly as part of a small team.

**Desirable**

- Experience in or broad knowledge of the higher education sector

---

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.

This role is a full-time position; however flexible working arrangements may be negotiated.