POSITION DESCRIPTION

Position Title: Principal Administrative Officer
Organisation Unit: Institute for Teaching and Learning Innovation
Type of Employment: Full-time, fixed-term (28 October 2017 – 31 July 2018)
Classification: HEW Level 7

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 Deputy Vice-Chancellor (Academic) is a member of The University of Queensland’s senior executive team and provides leadership in fostering the University’s ongoing commitment to high-quality learning and teaching; promoting a culture of excellence across the student experience; leading initiatives aimed at student success and retention, including residential and integration of services for students; and quality assurance across teaching and learning, including course and program quality.

Areas in the Deputy Vice-Chancellor (Academic) portfolio range across the University concentrating primarily on student lifecycle and support for teaching academics, and currently includes the Institute for Teaching and Learning Innovation (ItaLI), responsible for supporting quality teaching in relation to pedagogy, new media literacies, and learning analytics; Academic Services Division and the Division of Student Affairs, responsible for students transitioning to university and progressing through to graduation; and UQ Library, which provides university-wide support in the curation of information.

The Deputy Vice-Chancellor (Academic) is supported by the Pro-Vice-Chancellor (Teaching and Learning) who also directs activities in ItaLI. Further information about the Deputy Vice-Chancellor (Academic) portfolio can be found here

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

To support the Learning Space Strategy development team (comprising the Learning Space Strategist, PVCTL, and DVCA) across a range of administrative and management tasks, including, but not limited to, coordination of project activities and supporting the work of relevant sub-committees, working parties, and working groups relating to learning spaces design and planning.

Duties

Duties and responsibilities include, but are not limited to:

- Secretarial support for a number of subcommittees, working parties, and working groups required to inform development and design of learning spaces, which will include organising meetings, circulating agendas and papers, minute-taking, publishing committee papers online, undertaking research into matters considered, and follow-up of action items.
- Manage online document storage, including summaries and indexing, for learning spaces, in sharepoint/google drive/or similar sharing site.
• Prepare summary documentation relating to a variety of issues relevant to the design and development of learning spaces (including, but not limited to, student experience, services for students, and teaching and learning strategy)
• Collate and undertake preliminary analysis of data from room usage and/or surveys
• Review literature on best practice in learning space design
• 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 Learning Space Strategist and will work closely with a number of staff involved with the development of designs for learning spaces.
SELECTION CRITERIA

Essential

- A degree with significant relevant experience, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to prepare committee agenda and minutes to a high level.
- Excellent written communication skills and demonstrated experience in preparing reports to a high level.
- Strong interpersonal skills including the ability to communicate effectively with stakeholders by telephone, email and in person.
- Experience in the use of a wide range of computer applications in a network environment (particularly the Microsoft Office suite)
- Ability to prioritise own workload, work independently and meet deadlines.

Desirable

- Sound knowledge and experience of project management.
- Ability to interpret and apply relevant policies and procedures.
- Ability to analyse data and undertake desktop research.

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 the contact person listed in the job advertisement.