POSITION DESCRIPTION

Job Title: Aboriginal and Torres Strait Islander Trainee Program
Organisation Unit: Various
Type of Employment: Fulltime, Fixed term for 12 months
Classification: HEW 1

BACKGROUND

Organisational Environment

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 (60). 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.
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

This is an identified position and the occupant must be of Aboriginal and/or Torres Strait Islander descent under section 105 of the Queensland Anti-Discrimination Act 1991.

DUTY STATEMENT

Primary Purpose of Position

This trainee position is a development role that is designed to provide an opportunity to put into practice many of the competencies that are attained in the completion of a Diploma of Business.

Successful applicants will be employed in one of a number of possible locations across the University. The range of experiences will be designed to develop the skill-sets required to achieve the Diploma of Business.

The trainee will be employed in a structured on-the-job training role, with duties that may include reception, collection and distribution of mail correspondence, maintenance of stationery supplies, assisting with communication activities, responding to staff enquiries, information gathering and reporting, document and report generation using Microsoft packages and internal UQ systems, filing, copying and scanning.

It is a requirement of this position that the incumbent enrol and participate in the Diploma of Business course. This appointment is contingent upon continual participation in the Diploma and any other mandated development workshops in the University's Aboriginal and Torres Strait Islander Trainee Program.

Duties

Duties and responsibilities may include, but are not limited to:

Administration Duties

- Front Reception duties in meeting and greeting visitors.
- Responding to staff and student enquiries.
- Answer telephone enquiries, respond and redirect calls as appropriate.
- Mail collection and distribution.
- Emailing, photocopying, scanning, faxing and filing.
- Maintain office stationery supplies, including stocktaking, ordering and delivery of items to staff.
- Maintain the printer, photocopier and fax machine by ensuring that they are stocked with paper and toner and booking any maintenance.
- Tea room/housekeeping duties, including purchasing milk and dishwasher duties.
- Basic word processing and formatting of correspondence.
- Data entry using Microsoft packages and internal UQ systems/databases.
- Organise meeting rooms as required.
- Schedule meetings and other appointments in Microsoft Outlook.
- Other tasks as directed by supervisor.
**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at [http://www.uq.edu.au/ohs/index.html?page=133956](http://www.uq.edu.au/ohs/index.html?page=133956))
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](http://www.uq.edu.au/ohs/index.html?page=133956)

**Reporting Relationships**

The position will be assigned a supervisor for the duration of any given work placement.

**SELECTION CRITERIA**

**Essential**

- An ability to demonstrate a positive attitude and willingness to learn while working towards goals.
- Demonstrated ability to produce basic written and oral communication.
- Basic skills in the use of computer software packages for word processing, email, spreadsheets, or the demonstrated ability to rapidly acquire such skills.
- Ability to demonstrate some organisational skills, including attention to detail and the ability to prioritise and manage workload.
- The ability to work cooperatively with others as part of a team.
- Demonstrated ability to maintain confidentiality.

**Desirable**

- Completion of Year 10 or equivalent secondary qualification.
- Some experience in a business or office environment would be well regarded but is not essential.

**UQ values diversity and inclusion and actively encourages applications from those who bring diversity to the University.**

Smoking is prohibited in all University buildings.