POSITION DESCRIPTION

Position Title: Executive Assistant
Organisation Unit: TC Beirne School of Law
Position Number: 3028117
Type of Employment: Casual
Classification: Hew Level 5

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 TC Beirne School of Law is the oldest and most prestigious law school in Queensland. It is also one of Australia’s leading research-intensive law schools.

The School is forward-looking and innovative, dedicated to excellence in the creation and dissemination of legal knowledge, the education of outstanding, socially responsible lawyers who will serve as leaders in their fields, and the improvement of the law and legal institutions through research, teaching and engagement with our nationals and international communities.

The School’s academic staff is supplemented by a number of Adjunct Professors drawn from the senior ranks of legal practitioners, public company directors and the public sector enhancing the teaching and research resources of the School.

Further information and details of the research interests of academic staff may be accessed on the school’s website at http://www.law.uq.edu.au/.

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 provide a high level of executive support to the Deputy Head of School/Deputy Dean (Research), Deputy Dean (Academic), and the Director of the Co-curricular program.

Duties

Duties and responsibilities include, but are not limited to:

Executive Assistant

- Manage the administrative and secretarial functions for the Deputy Head of School/Deputy Dean (Research), Deputy Dean (Academic) in a professional and confidential manner
- Manage diaries and contact lists for the Deputy Head of School/Deputy Dean (Research), collate and prepare material for meetings and ensure that appropriate briefings are provided
- Act as liaison between the Deputy Head of School/Deputy Head of School and Deputy Dean, Academic, School staff and other clients, both internal and external to the University, ensuring that matters requiring attention of the above are appropriately documented and actioned in a timely manner.
- Draft correspondence for signature by the Deputy Head of School/Deputy Dean (Research) and Deputy Dean (Academic) and track and manage all incoming and outgoing correspondence redirecting as appropriate and ensuring timely follow-up and/or action.

- Maintain an efficient and well organised office in an environment where confidentiality, responsiveness and proficiency are essential, ensuring that University, Faculty and School policies and procedures are adhered to.

- Organise domestic and international travel and accommodation for the Deputy Head of School/Deputy Dean (Research) according to UQ’s financial practices: and prepare itineraries and other documentation as required.

- Organise hospitality for the Deputy Head of School/Deputy Dean (Research) and liaise with the Events team when required.

- Serve as secretary at research committee meetings, HDR and executive team meetings; prepare, collate and distribute agenda papers, take minutes as required.

- Assist the Executive Assistant to the Head of School as required.

- Manage the Visiting Scholar Program including HR documentation, induction, building access, space requirements and the reimbursement of expenses when required.

- Corporate credit card reconciliation through ProMaster.

- Assist research team with research related events including: workshops, round table discussions, conferences and the like.

- Prepare, edit and distribute the Research Quarterly.

- Assist with research website updates.

- Assist Director of Co-curricular program with Mooting program, including student liaison, collation of applications and preparedness for competitions.

- Manage Moot website.

- As required assist with NCP and Endeavour grant applications, ensuring compliance. Liaise with students who have been awarded grants. Communicate processes and requirements; forward necessary details and forms to BEL finance for processing.

- Other duties, consistent with the level of appointment, as directed by the Head of School.

**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 Deputy Head of School/Deputy Dean (Research)

**SELECTION CRITERIA**

*Essential*

- Qualifications and training equivalent to an undergraduate degree in business administration, accounting or related field; or an equivalent combination of relevant experience and/or education/training.
- Sound knowledge and understanding of relevant University and Faculty policy and procedures
- Demonstrated high-level competency with the Microsoft Office suite of programs, general computer literacy and information retrieval
- Excellent interpersonal and verbal/written communication skills, including the ability to communicate effectively with people from diverse backgrounds and of varying social status
- High level organizational skills, including the ability to prioritise competing work demands and meet deadlines, whilst maintaining accuracy and attention to detail

*Desirable*

- Ability to exercise tact, courtesy and judgement and maintain confidentiality
- Confidence to exercise initiative and judgement, and demonstrated flexibility to thrive in a dynamic organisational environment and enthusiasm for addressing unexpected new challenges at short notice
- Professional appearance, punctuality, reliability, a high level of work ethic and integrity

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.