POSITION DESCRIPTION

Position Title: Administrative Officer
Organisation Unit: School of Civil Engineering
Position Number: 3040032
Type of Employment: Continuing, Full time
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 (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.

**Organisational Environment**

The School of Civil Engineering is one of the largest schools of its kind in Australia. Located in the state-of-the-art, $135 million Advanced Engineering Building, the School passionately delivers world-leading teaching, research, and service. We aspire to be the civil engineering school of choice for students, staff, industry, and the wider community in the fields of water, environmental, geotechnical, structural and transportation engineering.

Our goal is to foster graduates with the technical and professional skills required to lead the civil engineering profession and we aim to re-engineer civil and environmental research to improve the way communities operate and function.

Our academic staff hail from over 24 countries, are widely published and cited, and have extensive research backgrounds in diverse engineering disciplines including coastal, environmental, fire safety, geotechnical, hydraulics, structural, transport, and water resources. These research strengths attract expert academics and students from around the world and provide industry with consulting expertise, research collaboration and testing facilities.

The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities. The School has an agreed set of values that include:

1. Respecting each other.
2. Embracing equity and diversity.
3. Making decisions transparently whenever possible.
4. Collaborating across disciplines and universities.
5. Supporting each other.
6. Being accountable and responsible.
7. Seeking first to understand then be understood.
8. Making positive and meaningful societal contributions.
9. Celebrating achievement.

For more information about the School, please visit: [www.civil.uq.edu.au](http://www.civil.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](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

To provide high-level and effective administrative support for the broad range of school activities undertaken by both staff and students. This position will also play a pivotal role in meeting the needs of the School in providing coordination and assistance with events including conferences, seminars, promotional events, school functions and academic visits. In addition, the role is expected to assist with the student administration of the school and general reception and enquiries.

Duties

Duties and responsibilities include, but are not limited to:

Administration

- Provide efficient and effective customer focused administration assistance to staff and students.
- Coordinate, organise and provide administrative support for outreach and engagement events including conferences, workshops, seminars and functions within the School and Faculty, including induction/orientation activities, booking venues, catering and space planning as required.
- In consultation with central university units and senior staff, develop and maintain correct procedures in relation to administration within the School.
- Coordinate, promote and provide administrative support for any short courses offered by the School.
- Assist the Senior Administrative Officer with the School’s student administration activities.
- Take responsibility for the School’s enquiry email account including ensuring timely responses to queries, and fulfil reception and general enquiries duties within Civil Engineering as required.
- Receive and distribute goods/deliveries to appropriate people and notifying them when received.
- Assist the School Manager with the organisation and induction of visiting academics.
- Provide administrative support to committees including preparation of agendas, minutes and papers as required.
- 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 School Manager, School of Civil Engineering.

SELECTION CRITERIA

Essential

- Bachelor Degree or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to use effectively the Microsoft suite of products (Word, Excel, Access, PowerPoint and Outlook, including MSWord at the intermediate level).
- Ability to interpret and apply policies and procedures.
- High level of interpersonal, written, and oral communication skills including the ability to communicate effectively with a wide range of individuals including students, staff and industry.
- Demonstrated ability to effectively manage a high and diverse workload, and meet deadlines to deliver quality outcomes.
- Sound knowledge of key administrative policies and processes in a University or the ability to rapidly acquire that knowledge.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated commitment to, and enthusiasm for, the provision of excellent and accurate client service.
- Well-developed organisational and problem-solving skills.

Desirable

- Demonstrated capacity to effectively use other specialist software applications and databases (e.g. Business Objects (Data Warehouse), PeopleSoft/Oracle student systems) or the ability to rapidly gain such knowledge.
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.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.