POSITION DESCRIPTION

Position Title: Administration Officer
Organisation Unit: Environment Centres, Sustainable Minerals Institute
Position Number: 3032589
Type of Employment: Full Time, Fixed Term for 12 months
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

One of the UQ’s eight research institutes, the Sustainable Minerals Institute (SMI) consists of some 240 staff and postgraduate students covering the areas of mining and geology, mineral processing, environment and rehabilitation, social responsibility, safety and risk, water and unconventional gas. SMI is industry-focused and consequently works with many leading global resources companies and many small-medium enterprises and suppliers. SMI interacts strongly with governments and community. A priority for SMI is the development of talent and providing an environment for successful and rewarding careers.

SMI was founded in 2001 and since its inception has established a reputation as a unique institution for integrated sustainable development research in the resource sector. SMI is a truly global institute with staff and students from around the world. SMI's people are also diverse in their discipline backgrounds, which range across disciplines including anthropology, geology, soil science, sociology, hydrology, environmental science, engineering and mine management.

The Institute 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. SMI 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.

Information about the Institute may be accessed on the Institute's web site at http://www.uq.edu.au/SMI.

SMI comprises six major research Centres which are organised into pairs:

- **SMI's Production Centres are the:**
  - WH Bryan Mining and Geology Research Centre
  - Julius Kruttschnitt Mineral Research Centre

- **SMI's People Centres are the:**
  - Centre for Social Responsibility in Mining
  - Minerals Industry Safety and Health Centre

- **SMI's Environment Centres are the:**
  - Centre for Mined Land Rehabilitation
  - Centre for Water in the Minerals Industry

**SMI's Environment Centres**

**The Centre for Mined Land Rehabilitation (CMLR)** is one of the research centres within the Environment Centre pair within SMI. The CMLR collaboratively engages in a broad spectrum of environmental research and education activities for the mining and mineral processing industries and associated government departments, at both national and international levels.

CMLR has core disciplinary strengths in the basic and applied biological, chemical and physical sciences, working at scales and technologies from the microbial to the catchment...
The Centre for Water in the Minerals Industry (CWIMi)

The Centre for Water in the Minerals Industry conducts research towards achieving sustainable water management in the mining industry. We aim to develop key technologies for the measurement, monitoring and modelling of water in the context of mine operations, their surrounding environments and regional communities. We emphasise the importance of national and international collaboration and engagement, currently focussing on Chile, Colombia, Philippines and Canada, as well as Australia.

Information about CWIMi may be accessed on the Centre’s web site at http://www.cwimi.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

The primary purpose of this position is to provide administration support for the Environment Centres. This position manages and coordinates the administrative functions of the Director’s portfolio to ensure a highly effective and efficient office. This position will also act as the first point of contact for administrative enquiries from staff and students within the Environment Centre pairs. The role will maintain effective relationships with stakeholders within the pair of Centres, while liaising with other professional support services across the Institute where required. This position will also undertake EA support for the Director.

Duties

Duties and responsibilities include, but are not limited to:

Administration

- Provide administrative support to the Program Leaders and Program staff.
- Apply a sound general knowledge of all operational administration processes within SMI in order to provide advice to staff and students of the pair of Centres.
- Act as a point of knowledge and liaison for researchers in relation to operational services across UQ.
- Refer correspondence or enquiries, for action or advice, to relevant officers and seek timely follow up and resolution of issues as required.
- Assist in the proofing and formatting of various written documents.
- Design and development of basic marketing materials.
- Administration support to the finance team including credit card and travel reconciliations, travel requests and purchase orders.
- Reporting using University systems.
- Assist in the organisation and coordination of various events.
- Monitor office stationery supplies following SMI process to re-order as required.
- Undertake general office activities/other duties as may be required by the Centre Director.
- Work with SMI Finance to generate purchase orders and process invoices for payments.
- Assist with occasional reception relief as required.
- Any other duties as reasonably directed.

**Executive Support**

- Manage the Director’s electronic diary, exercising judgement regarding the prioritisation of meeting requests.
- Coordinate and provide documentation for the Director’s meetings as well as maintaining a system of bring-ups and reminders.
- Coordinate the Director’s international and domestic travel arrangements, meeting schedule and itinerary in line with UQ and SMI’s local policies and procedures.
- Coordinate the Director’s involvement in a range of external advisory bodies, including liaising with the coordinating organisations, arranging travel, collating meeting papers, following up meeting action items assigned to the Director, and coordinating monthly invoices for reimbursement of expenses.
- Prepare Board papers as requested, act as Minute secretary in the Environment Centres Board meetings, and finalise Minutes as requested by the Director.
- Prepare PowerPoint presentations for the Director as required, including sourcing and collating information and designing the layout.
- Maintain and optimise filing systems to ensure the Director’s correspondence, records, committee papers are readily accessible and up-to-date while maintaining confidentiality.
- Liaise with external organisations, government officials, businesses and senior officers of the University to complete tasks as requested by the Director.
- Liaise with University Faculties, Schools, Centres, Institutes and sections of Central Administration on matters of relevance to the Director’s activities.
- Respond to a wide range of enquiries in person, by telephone, facsimile and e-mail from all sections of the University and external bodies. Process incoming correspondence and communications, often of a highly confidential nature determining appropriate action (collate background material, prepare draft responses, and refer to relevant staff for action or advice). This includes the numbering and recording of correspondence and electronic scanning.
- Process the Director’s credit card transactions in UniFi in accordance with UQ’s policies and procedures.
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 Director Operations but has a day-to-day reporting relationship (dotted line) to the Director of Centres.
SELECTION CRITERIA

**Essential**

- Completion of a relevant degree and/or substantial administrative/secretarial experience at a university or comparable organisation, or an equivalent combination of relevant experience and/or education/training.
- Excellent written communication skills including demonstrated experience providing support to committees and/or boards.
- Excellent verbal communications skills including the ability to communicate effectively with staff at all levels as well as students and external stakeholders, including those from diverse cultural backgrounds.
- Demonstrated high level organisational skills, including planning, information management and time management.
- Excellent computer literacy including knowledge of Microsoft Office
- An understanding of good record management practices
- Ability to pre-empt needs and requirements of the Director of Centres
- The ability to work effectively and flexibly in a team environment.
- Knowledge of University administrative procedures and systems, or ability to rapidly acquire such knowledge.

**Desirable**

- Working knowledge of the minerals industry

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.