POSITION DESCRIPTION

Position Title: Receptionist
Organisation Unit: Institute for Molecular Bioscience
Position Number: 3009097
Type of Employment: Part-time or Full-time, fixed term
Classification: HeW Level 3

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://uniqest.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 University of Queensland’s Institute for Molecular Bioscience is a leading global research institute. IMB was established in 2000 as UQ’s first research institute and is the cornerstone of one of the largest bioscience research precincts in Australia.

The Institute’s 500 scientists, support staff and postgraduate students from more than 40 countries are working to improve quality of life for all. IMB has three major divisions and four research centres. IMB’s multidisciplinary research programs focus on advancing medical genomics, drug discovery and biotechnology. By investigating the basis of growth and development at the genetic, molecular, cellular and organ level, our researchers aim to better understand the development processes and pathways involved in human and animal health and disease. They also work to translate these findings into diagnostics; technologies and therapeutics to more effectively prevent, detect and treat disease, and deliver a sustainable future for Australia through initiatives such as clean energy and new agricultural compounds.

IMB is equipped with state-of-the-art research infrastructure including mouse and zebrafish facilities, advanced imaging and microarray platforms, high-throughput sequencing, advanced bioinformatics and proteomics – all of which support the Institute’s leading life sciences research. Details of the research interests of the Institute may be accessed on the Institute’s website at: http://www.imb.uq.edu.au.

The Queensland Bioscience Precinct (QBP) is a national research and development initiative at the University of Queensland. The QBP incorporates the Institute for Molecular Bioscience and divisions of CSIRO.

The QBP is staffed by a multidisciplinary team of approximately 650 research scientists and students working in research divisions encompassing genomics and bioinformatics, genetics and developmental biology, cell biology, structural biology and biological chemistry and molecular design.

Information for Prospective Staff

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.

IMB 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.

Specific initiatives at IMB can be found at (https://imb.uq.edu.au/about/equity-and-diversity-imb)

Further 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 front office reception services to the major tenants of the Queensland Bioscience Precinct (QBP) building.

Duties

Duties and responsibilities include, but are not limited to:

- Receive and screen visitors and calls, directing queries to the appropriate area where necessary.
- Program staff and student access cards.
- Maintain QBP Visitor register and access cards.
- Maintain the visitor car park register.
- Process bookings for QBP Boardroom and all meeting rooms.
- Maintain registers for meeting room keys and equipment.
- Collect and sort incoming mail to QBP.
- Provide basic administrative support for QBP infrastructure staff.
- 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
- 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 IMB Manager (Administrative Services).

SELECTION CRITERIA

**Essential**

- Completion of Year 12 or Certificate II, with relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Previous experience in a receptionist role.
- Sound computer skills and experience in using a range of software packages including the Microsoft Office Suite of programs including Outlook, Word and Excel.
- Knowledge of general office procedures.
- Good interpersonal and communication skills, including telephone etiquette.
- Flexible, well organized and the ability to work independently.
- Self-motivated.
- Strong client service orientation.

**Desirable**

- Completion of a traineeship in office reception/administration.
- Experience in a university or large organisation.

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.