POSITION DESCRIPTION

Position Title: Administrative Assistant – An ARC Laureate Fellowship Project on Sustainable Energy Technology

Organisation Unit: School of Chemical Engineering

Position Number: NEW

Type of Employment: Fixed-Term, Part-time (0.8 FTE) for 1 year with possible extension (up to 3-4 years)

Classification: HEW Level 4

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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 chemical and food engineering, neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, sustainable energy, 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 will have further success in this area as an important strategic aim going forward.

**School of Chemical Engineering/Clean Energy and Water Research**

It is an exciting time to get involved with the Clean Energy and Water Research Program at School of Chemical Engineering, located on UQ’s St. Lucia campus. The School is ramping up its investment in teaching, research and engagement in line with a bold, new strategic vision to ensure the School is at the forefront of meaningful research outcomes and pedagogy across its core impact areas of chemical engineering science, energy, nanomaterials, bioengineering, and environment. Boasting strong student enrolments in professionally accredited programs, combined with world-class researchers and facilities, the School is focused on strengthening its position in the global ICT and engineering communities. By attracting the brightest minds and fostering a truly innovative and collaborative work environment, the School will develop global solutions to contemporary issues and mentor the leaders of tomorrow. The Clean Energy and Water Research Program conducts cutting-edge research and training of PhD students and early-career researchers. Recently, this research program succeeded in an Australian Research Council (ARC) Laureate Fellowship project focusing on sustainable energy storage technology.

Details of the School may be accessed on its website at [www.chemeng.uq.edu.au](http://www.chemeng.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-quality administrative support to Professor George Zhao (Director of Clean Energy and Water Research, ARC Laureate Fellow) including assisting with the processing of financial transactions.

**Duties**

Duties and responsibilities include, but are not limited to:

- assist with the day to day management of the Research Group to ensure the smooth running of the office.
- assist with management of current research projects, manage project follow-ups such as orders, reports and invoice requests when due, reconciliation of project accounts and reports to Professor Zhao any matters requiring attention.
- assist with travel arrangements for Professor Zhao in terms of travel itinerary and ticket bookings, reconciliation of cash cards for Professor Zhao, process reimbursement claims.
- assist with travel and living arrangements for Prof Zhao’s visitors/collaborators/trainees.
- organise group meetings/functions and small workshops including catering.
- liaise with RHD students and research staff as required.
- liaise with School Offices and HOS PA as required.
- ensure amenities are clean and functioning; requesting maintenance when required from helpdesk@eait.uq.edu.au or facilities@eait.uq.edu.au
- update web page as required.
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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 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 operationally to Professor George Zhao and administratively to the School Manager as well as maintaining close working relationships with other professional staff in the School.

SELECTION CRITERIA

- Completion of an associate diploma and relevant administrative experience or training, or an equivalent combination of relevant experience and/or education/training.
- High level knowledge and experience with Microsoft Office software such as word, excel, and outlook.
- Experience on webpage design and development, or the ability to quickly learn.
- Finance experience preferably in a tertiary environment or other large organization.
- Excellent communication skills for coordination of group activities and liaison with an external to the group.
- Broad knowledge of the policies and procedures of UQ, or the ability to rapidly gain such knowledge.
- High degree of responsibility and reliability with accuracy and attention to details.
- Well-developed organisational, time management and problem-solving skills with the ability to prioritise own workload and exercise initiative and judgement within guidelines established by the employer.

The University of Queensland values diversity and inclusion.