POSITION DESCRIPTION

Position Title: Executive Assistant
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3026471
Type of Employment: Full-time, continuing
Classification: HEW Level 6

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.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes six schools and five research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health

**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**

The Executive Assistant provides high level executive assistance and administrative support to the Executive Dean, and oversees the administrative support function to other senior officers within the Faculty of Health and Behavioural Sciences Office. The position is responsible for establishing and maintaining appropriate standards and protocols to support the smooth and efficient operations of the Faculty Office and the linkages between the Faculty Office and the six Schools and five University/Faculty Centres within the Faculty.

**Duties**

Duties and responsibilities include, but are not limited to:
Executive Support:
- Maintain an efficient and well organised office for the Executive Dean in an environment where confidentiality, responsiveness and proficiency are essential, by ensuring that policies and processes are adhered to appropriately.
- Take into account current and future commitments, prioritise workflow for the Office of the Executive Dean and liaise with areas to ensure the referred matters are followed up.
- Manage the Executive Dean’s diary including arranging meetings/appointments, responding to enquiries and preparing documentation as required.
- Assess incoming correspondence, take appropriate action and write replies to routine correspondence on behalf of the Executive Dean and/or prepare drafts for consideration on non-routine matters as required.
- Organise domestic and international travel requirements for the Executive Dean, and oversee arrangements for other senior staff in the office and guests as necessary.
- Participate in projects associated with improvements to administrative practices in the Faculty.

Relationship Management
- Provide guidance and mentoring to the network of Executive Assistants across the Faculty of Health and Behavioural Sciences and establish and maintain appropriate standards/protocols for communication across the network of Schools and Centres in the Faculty.
- Work cooperatively and develop networks to liaise proactively and effectively with other administrative and executive support personnel both within the University and external organisations.
- Assess incoming correspondence, take appropriate action and write replies to routine correspondence on behalf of the Executive Dean or senior Faculty Office staff and/or prepare drafts for consideration of non-routine matters as required.
- Liaise with the Faculty Executive Manager on a broad range of matters involving the Office of the Executive Dean.
- Using initiative and judgment, liaise effectively with members of the Senior Executive, members of external organisations, government officials, businesses, Heads of Schools and Centres and their support staff, academics and administrative staff and students on matters of relevance to the Executive Dean’s activities.
- Perform other duties as assigned by the Executive Dean and Faculty Executive Manager.

Event Management
- Assist in the planning and coordination of Faculty-sponsored functions and events when required, including liaison with the Protocol Unit.

Committees
- Perform or oversee committee secretary and support duties for Faculty committees including the Faculty Board, Faculty Management and Faculty Executive Committee meetings.
- Coordinate committees and recruitment administration tasks as required, including venue arrangements, agendas, minutes, follow up actions, maintaining records of memberships, terms of references and other duties as required.
**Faculty Office Management**
- Develop and maintain efficient hard copy and electronic filing and records management systems
- Supervise the Executive Support team and liaise/negotiate with Faculty Management regarding the priorities and workload for this team.

**Travel and Out of Hours Work**
- Attendance at programs, functions or to work on projects outside normal business hours may be required from time-to-time.
- The position is based at the St Lucia campus, however travel to other campuses and sites will be necessary.

**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 Faculty Executive Manager, Faculty of Health and Behavioural Sciences.

**SELECTION CRITERIA**

*Essential*
- A degree with subsequent relevant experience; or
- An equivalent combination of relevant experience in executive support administration at a university executive level and/or education/training.
- Sound knowledge of university organisation structures and functions or a capacity to rapidly gain such knowledge.
- Broad understanding of university corporate systems or a capacity to rapidly gain such skills.
- Experience at an executive support level in a large and busy workplace environment.
- Experience in the supervision and mentoring of staff.
- Extensive experience providing high level administrative support including experience working independently.
- Extensive experience with computer packages such as Microsoft Office, including: Outlook, Word, PowerPoint and Excel.
- Proven ability to handle and maintain workplace confidentiality, exercise initiative and judgment and to work independently.
• Excellent organisational skills with the ability to prioritise competing work demands, to work under pressure and to meet deadlines.
• Excellent interpersonal and communication skills.
• Excellent accuracy, analytical skills and attention to detail.

Desirable
• Experience working in a university environment.
• Understanding of the operations and systems that underpin a university or other large organization.
• Committee servicing skills, including the expertise to prepare agendas and record accurate minutes of meetings.

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.