POSITION DESCRIPTION

Position Title: Executive Assistant
Organisation Unit: School of Pharmacy
Position Number: 3016561
Type of Employment: Full Time, Continuing
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 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. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 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.

**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 preventative health and behaviour change. Furthermore, the new Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the University.

The Faculty of Health and Behavioural Sciences comprises the following organisational units:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutritional Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- National Research Centre for Environmental Toxicology (ENTOX)
- Centre of National Research on Disability and Rehabilitation Medicine (CONROD)

**The School of Pharmacy**

The School of Pharmacy is one of the largest Schools of this type in Australia with over 50 academic staff (including joint appointments with the community, hospital and government pharmacies) who are widely published internationally and have extensive research backgrounds. A team of 20 administrative, scientific and IT staff provide operational support, and over 50 people are employed through the School on research grants and other contracts.

The School of Pharmacy has experienced tremendous growth in student numbers, research productivity and professional pharmacy involvement over recent years. The School offers:

- Bachelor of Pharmacy Honours (4 years)

  The degree is taught in six integrated streams of study (Quality Use of Medicines, Dosage Form Design, Drug Discovery, Data Analysis in Pharmacy, Biological Fate of Drugs and Social and Professional Aspects of Pharmacy)

- Research-focused Major in Clinical and Experimental Therapeutics (on-course)

- Clinical Pharmacy and Pharmacy Practice (postgraduate – flexible delivery options)

The School has active research groups in areas ranging from Therapeutic Targeting, Pharmacometrics, and Pharmacy Education to Quality Use of Medicines. Research funds are obtained from government and private sources – UQ, ARC, NHMRC, Queensland Cancer Fund, Queensland Pharmacy Research Trust, Federal and State governments and the pharmaceutical industry. In 2010, the School of Pharmacy relocated to new, purpose built facilities in Brisbane’s PACE (Pharmacy Australia Centre of Excellence) precinct adjacent to hospital, research and industry partners.
Details of the School's activities may be accessed on the school's web site at http://www.uq.edu.au/pharmacy

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 Executive Assistant's role is to provide a high standard of administrative and project support, act as Personal Assistant to the Head of School and School Manager, assist in the management of the School, and to be responsible for a range of activities related to the efficient operation of the Head of School's office.

Duties
Duties and responsibilities include, but are not limited to:

Executive Support

- Manage the electronic diary including monitoring and arranging the schedule of the Head of School and School Manager.
- Organise meetings, functions and events for the Head of School and Senior School staff, including the preparation of agendas, papers, invitations, catering, venue hire & bookings.
- Manage the travel requirements for the Head of School including preparing complex travel arrangements & itineraries for overseas marketing visits.
- Prepare and/or edit various documents including reports, presentations and minutes of meetings for final distribution for administrative, promotional and research matters.
- Assist in the recording of publications for inclusion in the bibliographic record (collate and update the publication record in eSpace).

Administrative Support

- Manage the School's official records in compliance with University and State Government policies. Maintain effective registers, filing systems and procedures.
- Maintain and update the office record system for the Head of School and School Manager.
- Manage incoming documentation and queries to determine required action and associated priorities, initiate action whenever possible and seek timely follow-up and resolution of issues as required.
- Act as Secretary for School Staff, Executive Committee, and Seminars Committee meetings.
- Attend to enquiries and requests for information from School and Faculty staff, students, University-wide staff and external stakeholders.
• Ensure website is up to date for the pages that fall under this position’s responsibility (including staff listings and operational processes).
• Facilitate good school communications by maintaining and auditing email groups.

**Human Resources and Financial responsibilities**

• Coordinate the annual academic staff appraisals within the School to ensure all requirements are met.
• Manage the reimbursement of expenses for the Head of School including providing appropriate receipts for Corporate Card and other expenses in line with University financial policy and procedures.
• Coordinate visiting academics (incorporating international visitors) itinerary including travel arrangements where necessary.
• Manage occupational trainee applications and prepare relevant paperwork for approval by the Faculty HR team.
• Manage Academic Title Holder appointments in conjunction with Faculty of Health Sciences HR Team.

**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**

This position reports to the School Manager, School of Pharmacy.
**Selection Criteria**

**Essential**

- Bachelor’s degree in Business or a related field; or completion of an advanced diploma qualification with at least one year subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.

- A sound & broad knowledge of the University’s or a similar large organisations’ administrative systems, policies, procedures and practices or an ability to rapidly acquire such knowledge.

- Ability to work with initiative demonstrating problem solving strategies and a willingness to research solutions effectively.

- Demonstrated oral, written and interpersonal communications skills, including the ability to liaise, consult and negotiate with a diverse group of people, always maintaining a client focused philosophy.

- Demonstrated ability to provide a high standard of confidential administrative and secretarial support, including, document management, complex diary management, scheduling activities and organisation of meetings.

- Demonstrated ability to effectively maintain a filing system (including the ability to manage and track the flow of correspondence), databases and other office systems with an emphasis on accuracy and attention to detail to ensure deadlines are met.

- Demonstrated ability to work effectively, both independently and as part of a team, and to set realistic work goals, manage timelines, and establish work priorities to ensure deadlines and commitments are met.

- High level of computer proficiency in Microsoft Office.

- Sensitivity to confidentiality and privacy issues associated with the School office.

- Ability to learn and respond to the changing needs of the School.

- Demonstrated commitment to customer service.

**Desirable**

- Up-to-date detailed knowledge of relevant University policies and procedures particularly in relation to staff appraisals and academic staff entitlements or the ability to rapidly acquire this knowledge.

- Experience working within a University or large organisation.

- High level proficiency in University of Queensland database management packages, including Aurion, Business Objects and SI-net applications, or the ability to rapidly acquire this knowledge.

**The University of Queensland is committed to equity, diversity and inclusion.**