POSITION DESCRIPTION

Position Title: Executive Support Assistant
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3027254
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 in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 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 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 will have further success in this area as an important strategic aim 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 preventative 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
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Economics and Business of Health (a joint University-level centre with the Faculty of Business, Economics and Law)
- University-level Poche Centre for Indigenous Health.

Information about the Faculty may be accessed on the Faculty’s web site at http://www.habs.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

This position has two important primary purposes which assist with facilitating and supporting the flow of information within the Faculty Executive Office, throughout the Faculty, and to stakeholders both internal and external to the University. These are to work closely with, and assist the Executive Assistant to facilitate effective and efficient information and administrative flow within the offices of the Faculty Executive, including relieving in the role of Executive Assistant when required; and to provide high level secretarial and administrative support to Faculty Executive staff as required.

Duties and responsibilities include but are not limited to:

- Coordinate and organise meetings (including assisting with recruitment administration) and appointments whilst planning for present and future
commitments. This requires the management of all aspects of Executive Staff diaries to ensure they are adequately prepared and briefed.

- Proactively screen Executive Staff from unnecessary interruptions and use discretion to redirect enquiries as necessary, whilst maintaining a high level of professionalism and confidentiality.
- Organise and coordinate domestic and international travel arrangements for Executive Staff or visitors to the Faculty while also providing researched travel options. Prepare travel paperwork including itinerary, accommodation bookings, flight itineraries and travel options.
- Reconciliation of travel and expense claims on behalf of Faculty Executive.
- Co-ordinate the activities of, prepare meeting dates, agendas and action lists; and provide administrative support to Faculty Management Committee, Faculty Executive Committee and Board meetings, School Reviews and other meetings as directed by the Executive Assistant.
- Prepare PowerPoint presentations and documents for Executive Staff as required, including sourcing and collating information and designing the layout.
- In consultation with the Executive Assistant, develop and maintain a well organised records management system for all confidential and other matters related to Faculty activities.
- Work cooperatively and develop networks to liaise proactively and effectively with other administrative and executive support personnel both within the University and external organisations.
- Organisation of events including invitations/notification, venue, catering etc as required.
- Work collaboratively with other Faculty Office staff and take a proactive interest in supporting the smooth running of Faculty Operations including duties related to facilities (logging maintenance and cleaning requests; as a back up to the Finance Team when needed) and kitchen and other rosters.
- Liaise with University Faculties, Schools, Centres and sections of Central Administration on matters of relevance as directed.
- Other duties and project work as assigned by the Executive Assistant and Faculty Executive Manager, consistent with the level of appointment in the job family concerned.

**Travel and Out of Hours Work:**

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

**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 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 Executive Assistant to the Executive Dean.

SELECTION CRITERIA

*Essential*

- Completion of an undergraduate degree or completion of an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in the techniques of diary, email and travel management within a busy and complex organisation.
- Knowledge of university structures and administration, or the capacity to rapidly acquire such knowledge.
- High level of accuracy and attention to detail and proven ability to use initiative to identify solutions.
- High level of computer proficiency across a range of applications including Microsoft Word, PowerPoint, desktop publishing packages, web software and advanced skills in utilising the internet.
- Ability to maintain confidentiality, liaise with internal and external clients and high level contacts with complete tact and diplomacy.
- Demonstrated understanding and application of good record management practices.
- Excellent interpersonal skills including the ability to communicate effectively with diverse groups within and external to the Division.
- Experience in arranging meetings, minute taking and distribution of minutes, meeting documents and related reports.
- Demonstrated ability to work autonomously as well as a willingness to function effectively in a team environment.
- Excellent organisational skills including the ability to prioritise and meet deadlines.
- Ability to maintain confidentiality and exercise initiative, discretion, diplomacy and judgement and to pre-empt needs and requirements of the Faculty Executive.

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