POSITION DESCRIPTION

Position Title: General Attendant
Organisation Unit: School of Health and Rehabilitation Sciences
Position Number: 3003595
Type of Employment: Part-time, fixed term (23/3/2018)
Classification: Hwe Level 2

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 (60). 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 $11 billion+ (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.

Organisational Environment

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 nonmedical health sciences to have a stronger voice and greater visibility within the University.

The Faculty currently includes six schools and three 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

More information about the Faculty is available at: http://habs.uq.edu.au/.

School of Health and Rehabilitation Sciences

The School of Health and Rehabilitation Sciences at The University of Queensland was established in 1994. The constituent disciplines in the School are Audiology, Occupational Therapy, Physiotherapy, and Speech Pathology. Undergraduate programs are available in Occupational Therapy, Physiotherapy and Speech Pathology with graduate entry programs available in all disciplines. Postgraduate coursework and higher degree research programs are offered within the School. Each of the undergraduate degree programs is of four years’ duration and includes both preclinical and clinical study offered in an integrated way. All our programs place considerable emphasis on problem solving and diagnostic decision-making and students are guided in the processes of systematic and holistic assessment and the selection and effective implementation of management approaches. Each discipline prepares students to operate within the health, education and related systems and to contribute meaningfully to team efforts. Teaching to multidisciplinary groups within the School paves the way for interdisciplinary involvement in client care and interdisciplinary research.

All disciplines within the School of Health and Rehabilitation Sciences are active in research and are making significant contributions to the advancement of knowledge in their professions. Students within the School of Health and Rehabilitation Sciences gain supervised professional experience as part of their academic program and on completion of their degree, graduates are ready for immediate entry to their profession.

Further details about the School and its activities may be accessed on the School’s web site at http://www.shrs.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

Within the team environment of the SHRS Student Unit, to provide support to teaching and clinical staff and students as required.

Duties

Duties and responsibilities include, but are not limited to:

- Manage the School “Helpdesk” email and phone, referring requests to appropriate staff in a timely manner and maintenance of records.
- Move and configure furniture, including beds and associated resources, in practical classrooms for teaching and clinics.
- Undertake the laundering and changing of linen in the practical classrooms, clinics, and research laboratories on a daily basis, ensuring adequate supply is maintained.
- Set up of audio-visual (AV) equipment for teaching and clinics as requested, and manage the loan of equipment to staff.
- Review stock supplies for practical classrooms, clinics and common areas.
- Perform general maintenance and fault checking on teaching and other School equipment, as required.
- Provide room access for staff and students as required, ensuring key security.
- Move/deliver other items as requested within School, for example relocating office furniture for staff.
- Use University vehicle to move equipment, etc to locations outside of the University.
- Liaise with P&F regarding works requests and other jobs within the Therapies or Seddon Buildings.
- Ensure cleanliness of teaching rooms, clinics and common areas within the School. Organise clean ups and rubbish removal as required.
- Assist with School stocktake auditing as required.
- Assist with OHS related activities as required.

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 Student and Academic Administration Manager.

SELECTION CRITERIA

Essential

• Completion of year 12 with relevant work experience; or a trade certificate; or an equivalent combination of relevant experience and education/training.
• Excellent organisational skills and the ability to efficiently assign priorities for competing work requests.
• Strong oral and written communication skills and the ability to work as a member of a support team.
• Ability to work in a busy service delivery environment with a commitment to providing a quality customer service.
• Accuracy and attention to detail.
• Competence in using personal computers, including basic software applications.
• Operational knowledge of audio-visual equipment.
• Current Queensland Class C Manual Drivers Licence or equivalent.
• Experience with transport, setting up and dismantling of equipment and materials for teaching, research, and community service programs or equivalent.
• Experience in daily operation of small equipment, stores or equivalent.

Desirable

• An understanding of, or the ability to acquire knowledge of, the current OH&S legislation and workplace health and safety requirements applicable to the University of Queensland.
• Good mechanical skills using a variety of tools.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.