POSITION DESCRIPTION

Position Title: Administrative Officer (Honours/Research)
Organisation Unit: School of Chemistry and Molecular Bioscience
Position Number: 1012492
Type of Employment: 12 months Fixed Term Full Time
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://uniqest.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.

Organisational Environment

The School of Chemistry and Molecular Biosciences teaches and researches in the disciplines of Chemistry, Biochemistry & Molecular Biology, Biotechnology, Microbiology and Parasitology. The common thread in the School's discipline mix is the capacity of molecular-based approaches to create understanding and to lead to discovery.

Situated in the Faculty of Science, the School is one of the largest and most-complex in the University with more than 190 full-time equivalent staff, an annual budget of $37M, a student load of more than 1,570 EFTSL (~26% international), and extensive laboratory facilities, scientific equipment holdings and a workshop. It spans two buildings on the St Lucia campus has links to a number of the University’s research institutes. It administers several majors in the BSc and BAdvSc, along with the BBiotech(Hons) and three postgraduate coursework programs.

More information about the School is available at the School's web site at http://www.scmb.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 provides administrative support to two key areas of School administration: the Honours programs (BSc (Hons), BAdvSc (Hons) fourth year and BBiotech (Hons)) (60%) and the School of Chemistry and Molecular Biosciences (SCMB) research program (40%).

Coursework Academic Administration (60%)

Duties and responsibilities include, but are not limited to:

- Provide efficient and effective administrative support to the SCMB Honours programs and as part of the Coursework Academic Administration team.
- Process Honours applications and offers, enrol students, arrange and attend introduction meetings, orientation and biannual recruitment events, update handbooks and other publications and distribute assessment items and record results.
- Contribute to the preparation of examination papers and other activities associated with examinations and assessment (e.g. grade uploads).
- Provision of secretariat support to the Academic Integrity Officer, committees and working groups as required.
- Assist with greater standardisation of Honours program administration in the School.

**Research Duties (40%)**

Research duties and responsibilities include, but are not limited to:

- Act as Unit Publication Officer for the School and coordinate collection of the School's research publications, including maintaining an awareness of publications issues to assist researchers and collating a weekly publications bulletin.
- Provide administrative support for grant application rounds, including monitoring of applications and outcomes and assistance with readership schemes and workshops.
- Act as reserve secretary to the Research Committee and provide administrative support for research theme groups and committee initiatives, including internal funding schemes and excellence awards.
- Provide support for the School's media and promotional activities in the research area, including website, social media, staff profiles, and industry events.
- Assist with the preparation and analyses of the School's research performance and assist SCMB to meet its reporting requirements to the University.
- Provide back-up support for the HDR program, including events, if 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 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 Manager, Coursework Academic Administration (60%) and Coordinator, Research & Research Training Administration (40%).
SELECTION CRITERIA

**Essential**

- Bachelor degree or an equivalent combination of relevant experience and/or education/training
- Demonstrated ability to effectively use the Microsoft suite of products (Word, Excel, Access, PowerPoint and Outlook) including MSWord at the intermediate level.
- Demonstrated capacity to effectively use other specialist software applications and databases (e.g. Business Objects [Data Warehouse], PeopleSoft/Oracle student systems) or the ability to rapidly gain such knowledge.
- Well-developed organisational and problem-solving skills.
- High level of interpersonal, written, and oral communication skills including the ability to communicate effectively with a wide range of individuals including students, co-workers, and senior staff of the University.
- Demonstrated commitment to, and enthusiasm for, the provision of excellent and accurate client service.
- Sound knowledge of key administrative policies and processes in a University or the ability to rapidly acquire that knowledge.
- Demonstrated ability to exercise tact and good judgement and maintain confidentiality.
- Demonstrated ability to effectively manage a reasonably high and diverse workload, and meet deadlines while maintaining accuracy and attention to detail.
- Demonstrated ability to work independently and as part of a team.

**Desirable**

- An understanding of scientific and medical terminology will be well regarded.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. Applications are also encouraged from women.