## POSITION DESCRIPTION

**Position Title:** Centre Administration Officer  
**Organisation Unit:** Queensland Alliance for Agriculture and Food Innovation  
**Position Number:** 3038281  
**Type of Employment:** Full Time (or part time hours can be negotiated with preferred candidate), Fixed Term for 3 years  
**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 Australian Teaching and Learning Council Awards for Teaching Excellence 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.

Organisational Environment

The Queensland Alliance for Agriculture and Food Innovation (QAAFI) is a unique research institute in Australia as it is a jointly funded initiative of UQ and Agri-Science Queensland and Biosecurity Queensland, part of the Department of Agriculture and Fisheries (DAF). QAAFI conducts research and development to benefit the food and fibre sector both nationally and internationally.

The Institute’s strengths are reflected in its three research centres – the Centre for Plant Science, the Centre for Animal Science and the Centre for Nutrition and Food Sciences. QAAFI brings together scientists from UQ and DAF to conduct high-end science that delivers higher impact outcomes for industry and the community.

Details of the research interests of the Institute may be accessed on the Institute’s web site at http://www.qaafi.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

Provide high level assistance and administrative support to the Queensland Alliance for Agriculture and Food Innovation Institute Staff.

The appointee will work with academic and administrative staff at all levels. There will be a need to liaise with senior University staff and staff in other Central Administration divisions, Faculties, schools, Institutes and external agencies.

Duties

Duties and responsibilities include, but are not limited to:

Administration

- Provide executive assistance to Centre Directors;
- Provide support to the Centre Directors and other staff including drafting non-standard correspondence, word processing, photocopying, recording and distributing correspondence and filing;
- Refer correspondence or enquiries, for action or advice, to relevant officers and seek timely follow up and resolution of issues as required;
- Undertake reception duties as necessary, including receiving and assisting visitors;
• Coordinate travel arrangements and accommodation bookings for the Centre Directors, Centre staff and their visitors as required;

• Handle all aspects of event planning and coordination of corporate events including booking venues, catering, producing seminar materials and promotion;

• Assist with maintenance of research databases, publications, grants, conference presentations etc. for the Centre staff;

• Assist research staff and students with locating and interpreting University policies and University related requests;

• Reconciliation of corporate purchasing cards for Institute Staff as approved proxy according to the relevant University policies;

• Processing accounts receivable (raising invoices and receipting payments) according to the relevant University policies;

• Assisting research staff and students with the completion of cash passport requests and after travel reconciliations;

• Providing research staff and students with training in financial processing.

• Other duties as assigned by the Centre Directors, and Supervisor

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

The position reports to the Deputy Director Strategy and Engagement, QAAFI.
SELECTION CRITERIA

**Essential**

- Completion of an undergraduate degree; or completion of an associate diploma and at least 2 years subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training;
- Demonstrated competence in the conduct of high level administrative work including executive assistance and simple finance and personnel administrative duties;
- Interpret financial reports and information or the demonstrated ability to rapidly acquire such knowledge;
- Excellent interpersonal skills including the ability to communicate effectively with clients across all levels of an organisation by telephone, email and in person;
- Knowledge of the use of a wide range of computer applications in a network environment (particularly Microsoft Excel) in a large to medium sized organisation or the demonstrated ability to rapidly acquire such knowledge;
- Demonstrated ability to work autonomously and within a team environment to ensure that goals are achieved;
- High level of accuracy and attention to detail;
- Ability to prioritise own workload and meet deadlines.

**Desirable**

- Experience using the UQ Unifi system

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

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