POSITION DESCRIPTION

Position Title: Administrative Officer
Organisation Unit: School of Chemical Engineering
Position Number: 3003786
Type of Employment: Continuing, 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+

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 Chemical Engineering is an international leader in the chemical engineering
field and has an excellent reputation, built over many decades at The University of
Queensland.

We deliver quality programs and leadership in chemical engineering education, research and
development, and expert consulting to support the process industries. Undergraduate
teaching within the School focuses on the disciplines of chemical, biological, environmental
and metallurgical engineering and postgraduate programs are available in growing fields
including water, sustainable energy and petroleum engineering.

The School’s project-centered curriculum was recently recognised as an international
exemplar of engineering education. Worldwide, UQ Chemical Engineering was ranked 33rd in
the QS World University Rankings 2017 for chemical engineering. We also received the
highest score for chemical engineering in Australia in the Excellence in Research for Australia
study (2015). Central to the School’s success are our staff, specifically the academic, research
and professional staff. They are engaged in pioneering teaching and research crossing
traditional disciplinary boundaries, mindful of their role in addressing the big challenges that
lie ahead.

As the School enters an exciting phase of building on recent successes in individual industry-
linkages and international-research partnerships we are interested in new staff to join us on
this journey to further increase our local and international impact in learning and discovery in
chemical engineering.

The School recognises and values equity and diversity, and encourages applications from any
individual who meets the requirements of this position regardless of gender, sexuality, race,
ethnicity, religion, disability, age or other protected attributes. The School strives to provide an
inclusive working environment, and along with the University, is committed to supporting staff
with family and caring responsibilities by providing policies, programs and initiatives to help
balance work and family responsibilities.

For more information about the School, please visit: www.uq.edu.au/chemeng

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 primary purpose of the role is to provide effective and efficient client focused
administrative services to students, staff and co-workers in support of the teaching, research,
and engagement activities of the School.
Duties
Duties and responsibilities include, but are not limited to:

- Provide efficient and effective customer focused administration assistance to staff and students;
- Provide high quality administrative support to Academic staff and the School Manager;
- Contribute to the development and coordination of events within the School and Faculty, including induction/orientation activities and space planning as required;
- In consultation with central university units and senior staff, develop and maintain correct procedures in relation to administration within the School;
- Provide efficient and effective administrative assistance associated with coursework and research students (e.g. matters relating to admissions, milestones, enrolments, credit, extensions, etc);
- Contribute to the preparation of examination papers and other activities associated with examinations and assessment (e.g. grade uploads);
- Answer general enquiries from staff, visitors and students;
- Maintain School records;
- Act as secretary to School Committees (e.g. Research Committee, Teaching and Learning Committee) including preparation of agendas and minutes, draft reports and submissions and take other action as required on behalf of the Chair (when required);
- Represent the School at Faculty administrative staff meetings as required;
- Administration of the School’s involvement in the Winter and Summer Research programme;
- Assist the Publications Officer for the School of Chemical Engineering and assist staff with loading research publication data into eSpace;
- Assist with student integrity matters when required;
- Deputise for the Senior Administration Officer as required;
- Other duties as directed by your Supervisor.

Other
Other duties as required, consistent with HEW 5 level in the administration job family,
- 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 Senior Administrative Officer, School of Chemical Engineering.
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 high and diverse workload, and meet deadlines.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to pay attention to detail.

Desirable

- Work experience in an area of student, research or academic administration in a university or other educational provider.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.