POSITION DESCRIPTION

Position Title: Administrative Officer
Organisation Unit: School of Architecture
Position Number: New
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+ (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.

Organisational Environment

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

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. The role will work primarily across the Research Administration, and Student and Academic Administration areas, with a focus on Higher Degree Research Administration.

Duties

Duties and responsibilities include, but are not limited to:

**Higher Degree Research Administration**

- Provide efficient and effective customer focused administrative assistance to staff and students.
- Provide high quality administrative support to the School Manager and the Postgraduate Coordinator.
- Develop and maintain an understanding of the School’s higher degree research activities, its strategic objectives, as well as research developments including university and external initiatives.
- Contribute to the development and coordination of research events within the School and Faculty, including induction activities and space planning.
- In consultation with the Graduate School and senior staff, develop and maintain correct procedures in relation to research higher degree administration within the School.

**Research Administration**

- Provide support for the Research area and Director of Research when required.
- Act as secretary to School Committees (e.g. Research 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 research administrative staff meetings and become an active member of the UQ Researchers Network (UQRAN).
- Administration of the School’s involvement in the Winter and Summer Research programme
• Administration of the School’s Research Grant Funding applications
• Act as Publications Officer for the School of Architecture and assist staff with loading research publication data into eSpace.

Student and Academic Administration

• Under the general direction of the Senior Administrative Officer –
  o Provide efficient and effective administrative assistance associated with coursework students (e.g. matters relating to admissions, enrolments, credit, extensions, etc).
  o Contribute to the preparation of examination papers and other activities associated with examinations and assessment (e.g. grade uploads).
• Answer general enquires from staff, visitors and students.
• Maintain School records.

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 School Manager.
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, preferably in higher degree research administration.

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.

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