POSITION DESCRIPTION

Position Title: Senior Administrative Officer (Academic)
Organisation Unit: School of Architecture
Position Number: 1243296
Type of Employment: Full-time, 12 month secondment
Classification: Hew Level 6

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

As a national leader in architectural education and research we are always seeking engaged and innovative people to join our team. As a progressive school of architecture we aim to prepare graduates for a dynamic professional environment where continual learning and innovative practice is essential. The School actively engages with a cross-section of industry partners, diverse communities and a range of professions so that our teaching and research is rich with impact beyond the University. We work to enrich the local architecture profession and advance the discipline of architecture internationally.

With strong student enrolments in professionally accredited programs, combined with world-class researchers and facilities, the school is focused on ensuring our students and researchers have the skills to confront the urgent intellectual and practical questions facing the design of our cities and environments.

Facilities and Resources
The School of Architecture is located in the Zelman Cowen Building on the St Lucia Campus. There is a strong studio-based culture supported by the School’s commitment to ensuring students and researchers have access to the latest technologies used in the design and communication of architecture. The Collaborative Workshop (CoLab), 3D printers, exhibition and critique spaces, computer labs and social space are located within the Zelman Cowen Building, along with the ARMUS Architecture Library.

Equity and Diversity
The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective 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.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 this position is to provide management and academic administrative support to the School of Architecture’s Bachelor of Architectural Design and Master of Architecture programmes. This position provides strategic advice and support to the School’s Director of Teaching and Learning through the analysis of student data and the development of reports. Furthermore, this position facilitates the management of the
School's academic processes and provides advice on academic and student matters to the School’s academic advisor, academic and professional staff, and the prospective and current student cohort.

**Duties**

Duties and responsibilities include, but are not limited to:

**Administration**
- Manage day-to-day administration of the School’s academic office;
- Identify, develop and implement strategic initiatives essential for the continued development of the school's academic programs in consultation with the Head of School, School Manager and Director of Teaching and Learning;

**Student and Academic Administration**
- Deliver efficient and effective systems for managing student and academic administration within the school including curriculum development, course lists, timetabling, admissions, enrolments, and examinations for the Bachelor and Masters programmes;
- Coordinate the implementation of the University and Faculty directives and procedures relating to academic and student administration, and ensure that all academic and student administrative tasks are completed in an accurate and timely manner;
- Provide advice and assistance to academic staff and students in the interpretation of University policies and procedures;
- Answer complex enquiries;
- Manage administration of the School’s Electronic Course Profiles and provide training and advice to academic staff;
- Act as secretary to School committees, State Visiting Panel and National Visiting Panel, including preparation of agendas and minutes, draft reports and submissions and undertake follow up action;
- Manage preferences for the Masters of Architecture Research Selectives and Field Trips and assist course coordinators with applications and group selection;
- Manage the calculation of student GPAs for prizes and scholarships awarded in the School of Architecture and gain an understanding of the rules associated with each award. Liaise with UQ Undergraduate Prizes, the Scholarship office and EAIT regarding the award of prizes

**Engagement**
- Develop and maintain a good working relationship with internal and external stakeholders;
- Contribute as required to the development and coordination of events within the School and Faculty;
- In conjunction with the Engagement and Communications Officer, develop and update material for the School’s webpages associated with teaching and learning;
- In conjunction with the Engagement and Communications Officer and Head of School, manage the development of the School’s Orientation Week programme;
- Any other duties as directed by the School Manager or Head of School.
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*

- An undergraduate degree from a recognised university with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training;
- An understanding of, or ability to rapidly gain an understanding of, the structure of the Bachelor of Architectural Design and Master of Architecture programmes;
- A sound understanding of key administrative processes, particularly those relevant to the student and academic support programs;
- High level of interpersonal skills, including effective written and oral skills;
- High level of computer proficiency, with significant experience in using databases, spreadsheets and word processing, e-mail, web-editors in a network environment;
- High level of experience with data analysis – particularly in the areas of student administration
- Strong orientation to the provision of efficient and effective customer service
- Proven ability to work to deadlines, to establish priorities under pressure and to take follow-up action
- Demonstrated ability to show initiative and develop innovative approaches to problem-solving
- Demonstrated accuracy and attention to detail

*Desirable*

- Experience using the University’s administrative software packages including MIS Reportal and SI-net
- Experience in a higher education institution or other large organisation, including at least three years in an area related to student/course/academic 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.