POSITION DESCRIPTION

Position Title: Administrative Assistant
Organisation Unit: RECOVER Injury Research Centre
Position Number: 1291523
Type of Employment: Full Time, Fixed Term
Classification: Hew Level 4

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 $11 billion+ (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.

The Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the university.

The Faculty of Health and Behavioural Sciences comprises the following organisational units:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Services
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- RECOVER Injury Research Centre
- Centre for Youth Substance Abuse Research
- Queensland Alliance for Environmental Health Sciences

Further Information about the Faculty may be accessed on the Faculty’s web site at http://www.habs.uq.edu.au

RECOVER Injury Research Centre

RECOVER Injury Research Centre’s mission is to produce breakthrough research which leads to better outcomes after injury, especially when caused by road traffic crashes.

RECOVER is a leading Australian Research Centre and is a joint initiative of The University of Queensland and the Queensland Motor Accident Insurance Commission. RECOVER informs policy and clinical practice to improve the health, psychological, social, vocational and economic outcomes of people with injuries and disabilities.

The Centre’s research supports the Motor Accident Insurance Commission’s key objectives of an affordable and viable Compulsory Third Party Insurance scheme. Better health outcomes, community engagement and participation, and positive claimant experience.

The position is based at RECOVER Injury Research Centre at Herston (http://www.recover.edu.au)

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

To provide high level administrative support to the Centre Director. This includes provision of routine support such as diary, email and travel management. This position also provides additional administrative support to Centre Management and Research Theme Leaders.

Duties

Duties and responsibilities include, but are not limited to:

**Executive Administration**

- Provide high level support to the Director as directed;
- Assist with the preparation for all meetings by collating and providing appropriate briefing material; providing administrative support including but not limited to booking of rooms, maintenance of rooms, booking and sourcing of catering and agenda preparation;
- Organise and coordinate domestic travel and international travel arrangements for the Director and other staff or visitors to the Centre. This will include providing travel options and liaison with Campus Travel. Prepare travel paperwork including itinerary, accommodation bookings, flight itineraries, local currency and travel options in accordance with the relevant University policy and procedures;
- Any other duties as reasonably directed by your supervisor.

**Administration**

- Coordinate the management and evaluation of all incoming correspondence and enquiries into RECOVER Injury Research Centre;
- Perform administrative support such as filing, data entry, record keeping, ordering office supplies and maintenance of printers and photocopiers;
- Provide administrative support to the Senior Operations Officer, Knowledge Translation Officer and Research Theme Leaders as required;
- Assist with the organisation of the annual RECOVER conference – oversee venue preparations, arrange catering, teleconference equipment/technical support for same, and related activities;
- Assist with the preparation of the Centre’s publications, presentations, abstracts, library/publication searches/related activities, grants to support the Centre’s reporting requirements;
- Assist in maintaining up to date web content for the RECOVER website;
- Any other duties as reasonably directed by your supervisor.
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

Reporting Relationships

The position reports to the Senior Operations Manager, RECOVER Injury Research Centre.

SELECTION CRITERIA

Essential

- Completion of a diploma level qualification with relevant work related experience; or an equivalent combination of relevant experience and/or education/training;
- Demonstrated high level of customer service and reception skills;
- Computer competency across a range of applications including Microsoft Word, Outlook, PowerPoint and Excel;
- Experience in organising meetings, committees and minor events;
- Excellent organisational skills and the ability to prioritise tasks and meet deadlines;
- Demonstrated ability to be professional, diplomatic and to maintain confidentiality;
- Demonstrated accuracy and attention to detail;
- Ability to be flexible and willing to work across a range of activities, both autonomously and in a team environment;
- Ability to exercise initiative and judgement as appropriate within the framework of existing policies and procedures;
- Experience with UniFi and/or other University systems, or the ability to rapidly acquire these skills.

Desirable

- Experience in website content management (e.g. WordPress) and email direct mail systems (e.g. MailChimp).
The University of Queensland values diversity and inclusion.

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