POSITION DESCRIPTION

Position Title: Administration Officer (Executive Support)
Organisation Unit: School of Historical and Philosophical Inquiry
Position Number: NEW
Type of Employment: Continuing, Part 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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), 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 our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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://uniqquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Faculty of Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty Office is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The current Executive Dean is Professor Julie Duck who is Acting in the role following the transition of Professor Tim Dunne to a Pro-Vice-Chancellor position in the Office of the Provost.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a new Faculty Centre for Policy Futures, and several school-based research centres. The Faculty is also host to the Institute for Modern Languages and the Confucius Institute. The Faculty offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

There are over 300 academic staff across the Faculty, making it one of the largest in Australia. One indicator of the Faculty’s standing in the disciplines that we research is membership in the learned academies, where UQ can proudly claim 33 members of the Australian Academy of the Humanities and 50 members of the Academy of Social Sciences in Australia.

Teaching in the Faculty is underpinned by substantial research performance and several specialized fields of research were judged at the highest level (5 ranking) in the 2015 Excellence in Research Australia (ERA) round. These fields include Specialist Studies in Education; Political Science; Cultural Studies; Literary Studies; History and Philosophy of Specific Fields. Overall, HASS returned outputs to 21 disciplinary field codes, where 90% were rated above (4 ranking) or well above world standard (5 ranking). This is indicative of high quality and capacity in research.

These research achievements internationally are reflected in the 2017 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 16th in the world on the quantum of publications in ranked journals, placing us first in Australia and in the Oceania region (for the full data-set see http://www.leidenranking.com).

The quality of our overall Faculty’s performance is also evident in the QS World University Rankings for 2017 which places Social Sciences/Management at UQ at 39th in the world, and Humanities at 50th in the world. This data can be accessed at: http://www.topuniversities.com/faculty-rankings.

More information about the Faculty can be accessed at http://www.hass.uq.edu.au/.
The School of Historical & Philosophical Inquiry is a dynamic team with a reputation for innovative approaches to teaching and research excellence. We consider and explore how human beings have ordered and made sense of their world throughout history, from ancient times through to the present, and how this informs our futures. Our disciplinary groupings of Classics and Ancient History, Studies in Religion, Philosophy and History are united by this common intellectual quest, and are mutually reinforced and supported by each discipline’s distinct approaches, perspectives and methodologies. Through our research, teaching and engagement activities, we seek to further and disseminate knowledge about these aspects of humanity. In doing so, we serve our scholarly communities, our students, and our wider societies. We operate to the highest ethical standards in the way our staff, students and other stakeholders relate to each other. We aspire to quality and best practice in all that we do.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.uq.edu.au/faculty-school.

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

This position provides a high level of executive administrative and secretarial support to the School. The Administration Officer (Executive Support) is responsible for developing and maintaining systems that support a well organised Head of School office where confidentiality, responsiveness and flexibility are essential.

The position also provides support in the areas of general administration in the School.

Duties

Duties and responsibilities include, but are not limited to:

Personal Assistant to the Head of School

- In consultation with the Head of School, using initiative and judgment, disseminate information and coordinate and provide responses and referral of matters as they arise, including undertaking information retrieval and drafting responses.

- Co-ordinate the Academic Appraisal administrative processes on behalf of the Head of School and liaise with Faculty Human Resources and the University’s Continuing Appointments and Promotions committee where necessary.

Executive Support

- Provide a high standard of professional assistance and confidential executive support to the Head of School and School Manager including preparation of documentation and reports and developing and maintaining spreadsheets.

- Undertake the role of secretary for relevant internal committees and working parties, including organising meetings, preparing agendas, minute taking, distribution of meeting papers and monitoring action outcomes.
- Work collaboratively with other Faculty and University staff to provide additional assistance to the Head of School and School Manager as required.

**Event and Website Management Support**

- Provide event project support for key School events, including the organisation of conferences, workshops and other School staff forums and events as required.
- Maintain the School Event Calendar.
- Coordinate School Prizes & Awards and manage associated events.
- Maintain the School website and social media sites including the upload news stories, event notices and details, and overseeing the set up and maintenance of staff pages on the School website.

**General Administrative Support**

- Act as key custodian for the School and issue keys to staff and higher degree by research students.
- Provide swipe card access to School rooms for staff and students, including completing staff card request forms.
- Monitor use of School rooms and equipment, including maintaining asset and instrument registers and raising service requests with Property and Facilities.
- Assist with the induction of new staff including Honoraries/Adjuncts and Visitors.
- Update research project pages as advised by researchers, including uploading research news stories on the School website.
- Update and maintain the funding and grants database for the School.
- Assist the School's Director of Research and Higher Degrees by Research as required.

**Organisational Relationships**

The position reports to the School Manager.
SELECTION CRITERIA

**Essential**

- Completion of an undergraduate degree or an equivalent combination of relevant experience and/or education/training.
- High-level written communication and interpersonal skills including the ability to draft correspondence and reports, deal tactfully with a diverse range of people, maintain confidentiality and attention to detail.
- Relevant executive administrative experience in a tertiary education institution or other large organisation,
- Ability to use sound judgement and initiative in non-routine situations and be adaptable to change.
- Demonstrated highly effective work organisation skills including the ability to prioritise tasks, work effectively under pressure and achieve goals within established timelines both independently and as part of a team.
- High level competency in computer literacy skills including Microsoft Office, Adobe Creative Suite, Website Content Management Systems and the ability to acquire skills in the use of new software packages.
- Proven ability to maintain efficient and effective record-keeping and filing systems.
- Experience in management of events such as conferences, meetings and functions.

**Desirable**

- Knowledge of the University's organisational structures, policies and procedures.
- Experience in using the University’s Drupal Website Management Tool, University Student Information Systems and Business Objects reporting tools.

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.

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