Position Title: Executive Assistant
Organisation Unit: Faculty of Medicine, Centre for Health Services Research
Position Number: 3037834
Classification: Hew Level 5
Position Title: Executive Assistant

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.

**Faculty of Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at [www.medicine.uq.edu.au](http://www.medicine.uq.edu.au).

**Centre for Health Services Research**

This new Centre within the Faculty of Medicine brings together staff and activities of the Centre for Online Health, Centre for Research in Geriatric Medicine and the Centre for Kidney Disease Research (including the Australian Kidney Trials Network).

**Centre for Research in Geriatric Medicine**

The Centre for Research in Geriatric Medicine (CRGM) conducts research and development in aged care and geriatric medicine, with the objective of improving the quality of care for older people. It comprises an enthusiastic multi-disciplinary team of researchers (medical, nursing and allied health) as well as PhD students. Our work aims to use new technology to improve aged care, and has a particular focus on electronic assessment systems, e-health and telemedicine to achieve this. We have numerous projects supported by charitable organisations, government and research funding bodies that range in scope from service development to formal research experiments.
DUTY STATEMENT

Primary Purpose of Position

The Executive Assistant is a key enabler, facilitating the smooth running of administrative activities for the Director of the Centre for Health Services Research and the Centre for Research in Geriatric Medicine.

Duties

The distribution and scope of duties and responsibilities may vary according to the Director’s requirements and include, but are not limited to:

- Effective and efficient coordination of meetings including room bookings, conferences, diary management, travel arrangements (travel reports), telecommunication needs, catering, parking and RSVP lists.
- Managing the day-to-day requests relating to the Executive’s schedule;
- Oversight and coordination of information and administrative flow within the relevant Director’s office and research portfolio, and develop productive relationships at all levels of the University;
- Manage and update the research portfolio of the Centre, including online resources such as Research Gate and Researcher ID;
- Act as a point of knowledge and liaison for researchers within the Centre in relation to operational services;
- Edit and proof ethics application in preparation for submission to both University of Queensland and Queensland Health ethics committees;
- Accurate recording of meeting discussions and outcomes and following up on meeting action items as designated.
- Provide high level confidential secretarial support to committees as needed;
- Prepare and manage correspondence and enquiries, by referring for action or advice seeking timely follow-up and resolution of issues;
- Collate information and draft reports as required
- Maintain effective records and archive management systems;
- Manage all enquiries that come in for the Director using discretion to redirect enquiries as required.
- Coordinate, monitor and support the process of annual appraisals for academic staff within the Centre;
- Attend to all visitors, extending suitable hospitality;

Undertake other duties as directed within classification of the position.

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

Organisational Relationships

The position reports to the Service Manager of The Centre for Health Services Research and is to be responsive to the needs of the Professor Len Gray, Director of The Centre for Health Services Research and the Centre for Research in Geriatric Medicine. There is a functional reporting relationship to the Centre Manager.
SELECTION CRITERIA

Essential

- Completion of a degree or have a minimum of two years’ relevant experience within a large/complex organisation.
- Demonstrated experience in managing complex travel arrangements for multiple travellers including creating and managing requests and finalisation.
- Demonstrated experience in The University financial processes, including: managing e-procurement and credit card reconciliations.
- Excellent verbal and written communication skills;
- Experience with Word processing and databases including Microsoft Word, Outlook, Excel, PowerPoint and Photoshop.
- Proactive organisational skills and an ability to problem solve in a fast paced environment, with the ability to prioritise own workload and exercise initiative and judgement as appropriate, and work in a flexible and dynamic environment with competing priorities to meet deadlines.
- Ability to work as part of a team;
- Demonstrated ability to multitask along with managing complex diary arrangements including preparation of papers and minute taking.
- A demonstrated high degree of accuracy and attention to detail.
- Ability to prepare correspondence and documents to a high standard.
- A demonstrated ability to represent the Faculty and the Director in a professional manner, showing integrity, diplomacy, confidentiality and sensitivity in communicating with a wide range of client groups.

Desirable

- Administrative/Executive Support experience in a University or similar organisation.
- Experience in research and project management preferably in a clinical research setting.
- Experience with Adobe suite including InDesign and Acrobat DC would be an advantage.
- Experience with Drupal for web design.

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.