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.

**POSITION DESCRIPTION**

**Position Title:** UQ-GVEC Administration Officer  
**Organisation Unit:** Office of the Director of Gatton Campus – University of Queensland Gatton Vocational Education Centre  
**Type of Employment:** 2 Year Full Time  
**Classification:** Hew Level 4
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 this will be a strategic focus going forward.

Organisational Environment

The Faculty of Science is an internationally recognised provider of world-class education and research. A research-intensive Faculty, with a gross budget in excess of $300M, employs approximately 1,500 continuing and fixed-term staff and teaches around 6,000 full-time equivalent coursework students (EFTSL).

The Faculty teaches agriculture, biology, chemistry, earth sciences, food sciences, geography, marine science, mathematics, physics, planning, both environmental sciences and management and veterinary science, to undergraduate and postgraduate coursework students enrolled in a range of degree programs including science, engineering and health and medicine. The Faculty provides the community with the next generation of professionals and graduates who are sufficiently scientifically literate and numerate to be effective in understanding, managing and addressing complex problems, including those in energy, food supply, health, environment and sustainability.

Research conducted in the Faculty of Science includes fundamental research across a wide range of scientific disciplines and a vibrant portfolio of applied research, well linked to industry and government, particularly in its areas of Agriculture and Food Sciences, Geography and Earth Sciences, Ecology and Environment, and Veterinary Sciences.

The Faculty comprises six Schools: Biological Sciences, Earth and Environmental Sciences, Agriculture and Food Sciences, Chemistry and Molecular Biosciences, Mathematics and Physics, and Veterinary Science.

Office of the Director, Gatton Campus

In 1990, The University of Queensland merged with the Queensland Agricultural College, which saw the establishment of the University's Gatton Campus. It hosts a number of degree programs in agricultural and veterinary sciences, in addition to research centres and a wide range of facilities to support teaching and research in agriculture and veterinary sciences. Engagement with the local community is a critical element of the philosophy and activities of the Campus. Effort to promote innovation on the Campus is another key feature of UQ Gatton, as is a focus on sustainability.

The Campus offers an extremely broad range of qualifications from vocational to undergraduate to postgraduate and research higher degrees. The programs run from the Campus are in disciplines such as agriculture, animals, veterinary science, food or the environment involving issues such as climate change, feeding a growing population, biosecurity, and diminishing natural resources. As a result, UQ Gatton is a large and complex campus, predominantly a rural setting with working farms and dairy, as well as Halls of Residence, advanced research facilities and contemporary teaching spaces, from traditional lecture theatres to those designed to teach animal sciences.

The Office of the Director, Gatton Campus (ODGC) is responsible for ensuring the smooth and effective operations of the Gatton Campus of The University of Queensland, supporting academic teaching, research and community programs. The Director's portfolio includes responsibility for the Gatton Dairy, Piggery Unit, Equine Unit, Cropping Unit, Grazing Animal
Gatton Vocational Education Centre (UQ-GVEC)

The Vocational Education Centre (UQ-GVEC) is the Gatton Campus Registered Training Organisation (RTO 1511) and is chartered to deliver a range of vocational education and training programs (VET Sector) and/or commercial services on behalf of the ODGC or in association with the Faculty of Science. UQ-GVEC’s primary internal role is to manage and deliver the Queensland Diploma in Agribusiness Management program as well as deliver internal academically aligned programs to the charter of the Centre and the Faculty. Various external, industry based training programs on a fee for service basis or government funded training programs are also delivered by the Centre.

UQ-GVEC has strong linkages with regional rural and related enterprises. Access to a diverse group of staff and resources provides the Centre with the ability to offer a wide range of programs tailored to meet the individual needs of clients. UQ-GVEC also works with the Department of Education (DET) to deliver VET sector products and services on a regional basis.

Information for Prospective Staff

Information about UQ-GVEC and the Gatton Campus may be accessed on the University’s web site at http://www.uq.edu.au/gatton//page=140218

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 administrative support to staff and students of the Gatton Vocational Education Centre.

Duties

- Provide high quality client service to all GVEC students, staff and clients including follow up contact as required;

- Word processing, editing, proof reading and printing of complex training materials including RPL kits, class rolls, academic publications, vocational study guides, vocational assessment books, vocational mapping documents and assessor guides ensuring version control meets all ASQA standards through following GVEC policy and procedures;

- Assist in determining the eligibility of students including performing AISS checks, creating student USI, obtaining student personal and identity documentation required;

- Assist in the processes associated with UQ-GVEC students such as enquiries, enrolments, assessments, resulting, surveys, reporting and issuing of certificates;
• Enter student data in the student management system as required;

• Perform general office duties such as postage, printing, copying, scanning, filing, archiving and ordering;

• Maintain the Continuous Improvement Register under the guidance of the Administration Coordinator;

• Record, update and maintain student data and results documentation as well as other documentation in aXcelerate as required;

• Organize travel and accommodation bookings for UQ-GVEC staff;

• Maintain the car bookings calendar and other registers as required;

• Provide administrative support including the preparation of agendas, minutes and correspondence;

• Assist in GVEC promotional events, graduations, open days and student inductions as required; and

• Undertake other administrative duties as directed by GVEC Managers including acting as the backup to other GVEC Administration Officers and the Reception desk when required.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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
- 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 UQ-GVEC Student & Records Administration Coordinator.
SELECTION CRITERIA

Essential

- Completion of a diploma level qualification with relevant work related experience; or completion of a relevant Certificate IV with relevant work experience; or an equivalent combination of relevant experience and/or education/ training.
- At least 2 years’ experience in providing high-level administrative support to a large organization, including demonstrated ability to review and improve work practices and processes.
- Effective written and oral communication skills.
- Demonstrated ability to establish co-operative working relationships with students, staff and external bodies including the ability to interact effectively with people from diverse backgrounds.
- Proficiency in using the Microsoft Office suite of applications.
- Ability to prioritize competing work demands and meet deadlines in a calm and professional manner, while maintaining a high level of accuracy and attention to detail.

Desirable:

- Knowledge of higher education policies and procedures in relation to student administration.
- Knowledge of the University’s specialist software programs including UniFi Finance System, Business Objects, MySI-Net, aXcelerate or the ability to acquire such knowledge.
- Knowledge of Australian Skills Quality Authority (ASQA) standards that relate to the quality aspects of learning, assessment and mapping of materials.

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.