POSITIVE DESCRIPTION

Position Title: Executive Assistant to the Pro-Vice-Chancellor (Future Students) and Executive Director (Enterprise)

Organisation Unit: Office of the Pro-Vice-Chancellor Future Students and Executive Director Enterprise

Type of Employment: Continuing

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. 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 14,000 postgraduate scholars and more than 13,000 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

The Future Students Division, led by the Pro-Vice-Chancellor (Future Students), is responsible for the recruitment of domestic and international coursework students to the University. The division will work closely with the Pro-Vice-Chancellor (Research Training) & Dean, Graduate School to ensure alignment of recruitment activities for coursework and HDR students across the organisation. The Pro-Vice-Chancellor (Future Students) will develop and oversee UQ’s strategy for engagement with secondary schools across Australia, including the University’s involvement in Education and Career expos; developing and leading the University’s strategy for the recruitment of international students; overseeing the pathways and programs offered through the University’s Institute for Continuing and TESOL Education; as well as leading the activities undertaken in the Future Students Contact Centre. This will be supported by the development and implementation of a UQ Scholarship Strategy, led by the Pro-Vice-Chancellor (Future Students). The division will also be guided by components included in the University’s Student Strategy. Units reporting to the Pro-Vice-Chancellor (Future Students) include International (Student Recruitment, Marketing and Admissions); Domestic Student Recruitment; The Institute of Continuing & TESOL Education; and the Future Students Contact Centre.

The Enterprise Division, led by the Executive Director (Enterprise), is responsible for leading UQ’s business development activities with UQ’s potential partnerships. In particular, the division leads and oversees the implementation of the University’s strategy to develop specific partnerships with universities, government, research and industry bodies, both in Australia and around the world. Stewardship of the University’s stakeholders is a key enabler for the University’s future success, and this area will be pivotal in ensuring that early stage partnerships are developed to a level of maturity and quality required to then be handed over to other parts of the University for continuity and implementation. The division will work very closely with the Research Portfolio to ensure partnerships are nurtured and expectations managed. This office will also be responsible for developing and delivering an Entrepreneurship and Innovation Strategy for the University, consistent with the UQ Student Strategy. Identifying WIL, internships and other possible student engagement opportunities will also be an important part of this office. The division includes Global Engagement and Entrepreneurship & Innovation.

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 Executive Assistant provides high level executive assistance and administrative support to the Pro-Vice-Chancellor (Future Students) and Executive Director (Enterprise) as well as providing assistance to other senior officers and staff within the portfolio. It is a key contact in matters relating to the Future Students and Enterprise divisions, both for internal colleagues and external stakeholders.
**Duties**

Within the context of the Future Students and Enterprise divisions, duties and responsibilities include but are not limited to the following:

- provide high level administrative and executive support to the Pro-Vice-Chancellor (Future Students) and Executive Director (Enterprise) in an environment where confidentiality, judgement, professionalism, responsiveness and accuracy are essential;
- organise meetings and appointments, manage all aspects of the diaries of both the Pro-Vice-Chancellor (Future Students) and Executive Director (Enterprise) and ensure they are adequately prepared and briefed;
- assess incoming correspondence and emails, take appropriate action and write replies to routine correspondence on behalf of the Pro-Vice-Chancellor (Future Students) and Executive Director (Enterprise) and prepare drafts for consideration on non-routine matters as required;
- ensure compliance with University policies and procedures for documentation, correspondence and matters processed through the Office of Future Students and Enterprise;
- in consultation with the Pro-Vice-Chancellor (Future Students) and Executive Director (Enterprise) and the Executive Officer, 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;
- organise and coordinate domestic and international travel requirements for the Pro-Vice-Chancellor (Future Students) and Executive Director (Enterprise) and other staff or visitors to the University as required;
- organise events and workshops relevant to the portfolio of the Pro-Vice-Chancellor (Future Students) and Executive Director (Enterprise);
- work cooperatively and develop networks to liaise proactively and effectively with other administrative and executive support personnel both within the University and external agencies;
- use University corporate applications, such as UniFi, to oversee and administer the purchase of office supplies and equipment, and reconcile credit card accounts in accordance with University policy;
- develop and maintain efficient hard copy and electronic filing and records management systems for the Offices;
- perform other duties as assigned by the Pro-Vice-Chancellor (Future Students) and Executive Director (Enterprise).

**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
- 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 Executive Assistant reports directly to the Pro-Vice-Chancellor (Future Students) and Executive Director (Enterprise).

SELECTION CRITERIA

Essential

- Completion of a relevant degree and/or substantial administrative experience at a university executive assistant level, or an equivalent combination of relevant experience and/or education and training.
- Demonstrated high level administrative skills, including experience in the provision of high level executive assistance to senior staff and external stakeholders, in a large and busy workplace environment.
- Highly developed computer skills and experience with the Microsoft Office suite of programs.
- Demonstrated experience in the preparation and drafting of correspondence and other material such as undertaking basic research.
- Demonstrated ability to work independently, and within a team environment, using initiative, judgement and discretion and displaying a desire to learn new skills.
- Sound knowledge of university organisation structures and a broad understanding of university corporate systems or a capacity to rapidly gain such knowledge.
- Highly developed interpersonal skills both written and oral, including the ability to consult, negotiate and liaise effectively with diverse groups within and external to the University and work cooperatively with colleagues across the organization.
- Excellent organisational skills with the ability to set priorities and meet deadlines while remaining flexible and responsive to the needs of the Office of the Pro-Vice-Chancellor (Future Students) and Executive Director (Enterprise) and the respective portfolio areas.
- The ability to handle and maintain workplace confidentiality and exercise judgement and initiative.
- Excellent accuracy, analytical skills and attention to detail.

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au