POSITION DESCRIPTION

Position Title: Administrative Officer
Organisation Unit: Faculty of Medicine, Centre for Health Services Research
Position Number: 3035783
Type of Employment: Part time, Fixed Term for 2 years
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 (45), 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 14,000 postgraduate scholars and more than 13,000 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://uniqest.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.

**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).

**The Centre for Online Health**

The Centre for Online Health (COH) is a research, teaching and service provider whose overall goal is to research and develop best practice models in online health care that are applicable to Australia and other countries. Since the COH was established in 1999, the Centre has become the focus for a multi-disciplinary group of academics with an established
reputation for research and teaching excellence in the field of online health and e-Healthcare. Research within the COH aims to produce high-quality evidence on the feasibility, efficacy, effectiveness and economics of telehealth. The Centre also has an interest in improving the methodological rigour that is used in the assessment of telehealth services. More information on the Centre’s activities can be found on the COH web site at [https://coh.centre.uq.edu.au/](https://coh.centre.uq.edu.au/).

The COH telemedicine centre is at the Princess Alexandra Hospital, in Woolloongabba. The Centre’s Telepaediatric service (previously located at RCH and LCCH) has coordinated more than 20,000 consultations during a 15 year period. The Princess Alexandra Hospital Telehealth Centre commenced operations in July 2012 and focuses on consultations related to (but not limited to) dermatology, geriatrics, endocrinology and cardiology.

The COH leads the world in peer-reviewed telehealth publications and lists UQ with almost twice the number of publications of any university worldwide. For the study of telehealth and telemedicine, the research environment provided by the COH is unrivalled within Australia.

**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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The position will undertake a range of tasks encompassing provision of administrative assistance and support Associate Professor Anthony Smith and the wider team of Centre for Online Health.

**Duties**

Duties and responsibilities include, but are not limited to:

**Administrative tasks:**

- General office duties associated with secretarial support
- Function as the initial point of contact for enquiries and correspondence for the Research Centre.
- Maintain Associate Professor Smith’s calendar, including reminders and the organisation of meeting papers, speaking arrangements and research commitments.
- Refer enquiries and correspondence for action or advice, to relevant staff members and seek timely follow-up.
- Arrange purchases for general office function and hospitality for the COH research centre, liaising with the Faculty of Medicine finance team.
- General office finance reporting and administration, including reimbursements, petty cash, cab vouchers for the COH research centre.
- Organise seminars and events as required, including liaison with key contacts and guest speakers.
- Act as travel coordinator for COH research centre staff - lodging travel requests, reconciling travel statements, booking flights and accommodation.
- Organise COH research centre staff meetings.
• Assist with promotions and marketing for Centre related activities.
• Other general office or support for the Centre as 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
• 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 Associate Professor Anthony Smith.

Location
The position will be based at the COH Offices at the Princess Alexandra Hospital at Woolloongabba.

SELECTION CRITERIA

Essential
• Bachelor degree in a health or research related discipline, or equivalent combination of experience and/or training.
• Strong skills in the use of core office software applications (e.g., Microsoft Word, PowerPoint and Excel).
• Excellent written and verbal communication skills.
• Excellent organisational and time management skills, including the ability to manage competing tasks.
• Ability to perform a wide range of administrative functions.
• Ability to work both collaboratively and independently with commitment to efficient teamwork.
• Flexible and adaptable to accommodate busy periods.

Desirable
• Administrative experience in a research environment.
• Experience in a personal assistant role.
• Career interest in telehealth or a health-related field.

The University of Queensland is committed to equity, diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au
Applications are also encouraged from women.