POSITION DESCRIPTION

Position Title: Personal Assistant to Head of School

Organisation Unit: School of Psychology

Position Number: 3028193

Type of Employment: Part-time (0.4 FTE), fixed term until March 2020

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 (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://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 Health and Behavioural Sciences
The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and greater visibility within the University.

The Faculty currently includes six schools and 3 research centres:
• School of Dentistry
• School of Health and Rehabilitation Sciences
• School of Human Movement and Nutrition Sciences
• School of Nursing and Midwifery and Social Work
• School of Pharmacy
• School of Psychology
• Centre for Youth Substance Abuse Research
• RECOVER Injury Research Centre
• Queensland Alliance for Environmental Health Sciences

More information about the Faculty is available at: http://habs.uq.edu.au/

School of Psychology
The School of Psychology is one of six Schools in the Faculty of Health and Behavioural Sciences at the University of Queensland. The School is one of the largest and most prestigious schools of psychology in Australia, and its strong reputation is built on excellence in both research and teaching. The School has thriving and dynamic research profiles in almost all areas of psychology, and is able to attract visitors from overseas and other institutions in Australia. It possesses good links, often through cross-appointed staff, with other schools in the University, thus creating opportunities for interdisciplinary collaborative research. Information about the School may be accessed on the School’s web site at http://www.psy.uq.edu.au/.

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

To provide confidential executive support to the Head of School and manage the operation of the Head of School's office including executive support to Deputy Heads of School in Teaching and Learning, and Research; and School Manager

Duties

Duties and responsibilities include, but are not limited to:

Personal Assistant

- Provide confidential secretarial and administrative support for the Head of School, Deputy Heads of School and School Manager.
- Maintain the Head of School's diary and make travel and related arrangements as requested.
- Respond to a wide range of inquiries in person, by telephone, fax and email from all sections of the University and external bodies and individuals (a high level of tact and discretion is required). Initiate further action where appropriate and ensure that all enquiries are followed up.
- Process incoming and outgoing correspondence and associated matters for the Head of School and take any necessary follow-up action.
- Maintain efficient record systems (both paper and electronic) for the School of Psychology, including using core University business systems and maintaining School information and contacts databases.
- Provide assistance and administrative support to the School's major committees as required, including acting as Secretary to the School's Academic Committee, Engagement Committee and Strategy Group.
- Manage the School's Student Integrity and Misconduct process including maintaining the School's Poor Academic Practice database, organising meetings with students and Integrity Officer and corresponding with Student Grievance Team, ensuring that procedures and policies are adhered to.

Administration

- Administer the School's Working with Children student ID checks and follow up as required.
- Administer the School’s Unpaid Appointments (i.e. nomination of Honorary/Adjunct/Affiliate staff; and Visitors and Occupational Trainees) as required.
- Coordinate and administer the School's Visitors' Room bookings.
- Induction of visiting academics and occupational trainees, as well as maintaining information for prospective visitors.
- Maintain Long Service Leave and Special Studies Program records.
- Administer the process for Academic Staff Appraisals including preparation of documents, arranging interviews and maintaining records

General

- Contribute to the organisation of School engagement events in conjunction with the School's Engagement Committee.
• Work collaboratively within the administrative team and provide assistance to other areas during peak periods.
• Any other duties as reasonably directed by your supervisor.

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 School Manager, School of Psychology.

SELECTION CRITERIA

Essential
• Qualifications and training equivalent to an undergraduate degree without subsequent relevant work experience; or completion of an associate diploma and at least one year subsequent relevant work experience, or an equivalent combination of relevant experience and/or education/training.
• High level of computer proficiency and experience with the Microsoft Office suite of programs, with the ability to learn new software packages as required.
• Highly developed written and verbal communication skills.
• Highly developed organisational and time management skills, with the ability to exercise initiative and judgement.
• Administrative experience in a university or similar large organisation, with experience in supporting and assisting a senior executive.
• High level of tact and discretion, with the ability to participate and support others as part of a team.
• Demonstrated commitment to customer service and equity in the workplace.
• Demonstrated commitment to a successful job-sharing arrangement.

Desirable
• A sound knowledge of, and the ability to refer to and apply, University of Queensland policies, procedures and documentation.
• Familiarity with core university administrative systems, including student administration (eg Si-net) and management information systems (eg Business Objects).
• Familiarity with desk top publishing or similar packages.

The University of Queensland values 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.