POSITION DESCRIPTION

Position Title: Administration Officer - Wonder of Science
Organisation Unit: UQ Graduate School
Position Number: 3038020
Type of Employment: Full-time (Fixed-term)
Classification: Hews 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 (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 (65). 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.

V6.2 October 2017
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 UQ Graduate School is one of Australia’s largest postgraduate research training centres and offers students a superior study and research environment. The Graduate School focuses on enriching the quality of academic life for postgraduate research students; producing excellent educational and employment outcomes; maintaining and building on UQ’s high standards of supervision and offering excellent practical research training to prepare students for a variety of careers. Staff within the Graduate School provides additional support across all aspects of the University’s research higher degree training portfolio.

The Wonder of Science program, hosted by the Graduate School, is promoting a Science, Technology, and Engineering and Mathematics (STEM) culture in Queensland schools – where students and teachers understand the importance of STEM and believe that STEM education and careers are within their reach.

As well as working with metropolitan schools, the program includes a particular focus on regional and remote Queensland schools - including Indigenous and disadvantaged communities. Wonder of Science supports implementation of the Australian Curriculum: Science and promotes strategic partnerships – linking schools with university and industry partners.

Wonder of Science provides Young Science Ambassadors (PhD research students) for school visits and student conferences. The ambassadors are inspiring and passionate mentors and role models for both students and teachers, and are ‘bringing STEM to life’ in Queensland schools.

Information about the program can be found at: www.wonderofscience.com.au

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.uq.edu.au/grad-school.

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 Administration Officer – Wonder of Science provides operational and administrative support to the activities and programs comprising the suite of Wonder of Science offerings to Queensland schools, as well as high level administrative support to the Wonder of Science Manager.

Duties
Duties and responsibilities include, but are not limited to:

- Provide administrative support to the Program Manager, including the organisation of Board meetings, distribution of Board papers, minute taking and liaison with Board members.
- Coordinate logistics for Wonder of Science events, including regional and Brisbane-based student conferences.
- Coordinate travel arrangements for all program personnel.
- Provide logistical support for the Young Science Ambassador recruitment, training activities, mobilisation into schools and other activities and events.
- Support marketing and promotional activities associated with Wonder of Science.
- Develop efficient administrative and financial processes that support Wonder of Science activities, including contribution to budget preparation, developing evaluation reports and stakeholder liaison.
- Respond to telephone and email enquiries sending information and following up as required.
- Assist in development and coordination of the Wonder of Science Calendar of Events.
- Other duties as directed by the Wonder of Science Program Manager.
- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987).
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956)
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities.

Reporting Relationships

The position reports to the Wonder of Science Manager.
SELECTION CRITERIA

**Essential**

- Completion of an advanced diploma in an area of relevance and at least 2 years subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Demonstrated organisational skills including travel coordination, and the ability to prioritise tasks to ensure that deadlines are met.
- A strong commitment towards the provision of a high level of customer service.
- Demonstrated attention to detail and ability to compile data, provide insights and write reports.
- Demonstrated high level written, oral and interpersonal skills, including the ability to effectively liaise and negotiate with people at all levels and work effectively as a member of a team.
- Demonstrated computer literacy and ability to rapidly acquire proficiency in new systems.

**Desirable**

- Knowledge of university policies and procedures and corporate systems or the ability to rapidly gain such knowledge.

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.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.