POSITION DESCRIPTION

Position Title: Administrative Assistant – Human Ethics Unit
Organisation Unit: Office of Research Ethics, UQ Research and Innovation
Position Number: 3037749
Type of Employment: Full-time, fixed term
Classification: HEW Level 4

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.
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 Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for the development and advancement of the University's profile in research and research training. This includes the strategic management of research at an institutional level; development of research policy; management of the Research Only Budget, Sustainable Research Excellence and Research Infrastructure Block Grant; development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University's Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management, contract negotiation; and research ethics and integrity.

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

Within the UQ Research and Innovation portfolio, the Office of Research Ethics (ORE) provides administrative and strategic support in the key functional areas of human ethics and animal ethics.

Working within the Human Ethics Unit, the primary purpose of this position is to support the administration of Human Research Ethics at the University of Queensland, under the direction of the Human Ethics Officer. Other duties in the role involve Reception support and general office administration.
Duties

Duties and responsibilities include, but are not limited to:

Administration

- In conjunction with the Human Ethics Officer, providing high quality administrative support to the University’s Human Research Ethics Committees (HRECs) and/or their Sub-Committees;
- Responding to routine- to intermediate-level enquiries on relevant ethical principles, guidelines, legislation, etc, and their application to specific scenarios;
- Maintaining accurate project records in the University’s corporate database;
- Providing advice to researchers with regards to application submission procedures (such as format/number of copies/meeting dates/web references/submission times);
- Arranging meetings, room bookings for meetings, requisitions for refreshments, distribution of agendas;
- Receipting ethics applications, creating files, data entering file details, confirming receipt;
- Preparing draft documents for review by the Human Ethics Officer and/or HRECs and distributing a variety of office correspondence;
- Collating, transcribing and entering of data, and filing of office correspondence;
- Production of official documents and letters (such as ethical clearance certificates and related documents), for internal and external audiences;
- General data entry, word processing, spreadsheeting and general office activities such as photocopying, document compilation, sorting and distributing mail;
- Web updating;
- Maintaining effective office filing systems;
- Responding to enquiries at reception, over the telephone and by e-mail;
- Other duties as directed.

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 the Human Ethics Officer.
SELECTION CRITERIA

**Essential**

- Completion of a diploma level qualification with relevant work related experience or a certificate level qualification with post-certificate relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Well-developed verbal and written communication and organisational skills;
- Ability to work independently under general direction;
- Proficiency in word processing, spreadsheet, and database applications;
- Demonstrated interpersonal skills in a client-focused environment;
- Ability to maintain confidentiality and to respond to difficult requests in a sensitive and appropriate manner.
- Experience working in a higher education or equivalent research focused organisation.
- Significant experience in using word processing, spreadsheet, and database packages.
- A willingness to work as a team member in a busy environment and to take initiative whilst maintaining a team focus.
- Ability to work under pressure and meet deadlines.

**Desirable**

- Knowledge of the principles, guidelines, legislation, practices, etc, governing ethical conduct of research involving humans.

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.

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