POSITION DESCRIPTION

Position Title: Administrative Officer
Organisation Unit: UQ Business School
Position Number: 1054908
Type of Employment: Full Time, fixed-term
Classification: Hew Level 5

THE UNIVERSITY OF QUEENSLAND

The Federal Government’s 2012 Excellence in Research for Australia (ERA) exercise confirmed The University of Queensland as one of the nation’s top three universities, measured by the quality of its comprehensive range of specialised research fields. ERA reported that research at UQ is well above world standard in more specialised fields than at any other Australian university; this reflects UQ’s leading global role in many areas of discovery. UQ’s outstanding critical mass offers researchers significant interdisciplinary capability.

UQ integrates its research strengths with excellent teaching and learning and has won more national teaching awards than any other Australian university. International university rankings highlight UQ’s excellence: Academic Ranking of World Universities (Shanghai Jiaotong), Times Higher Education, QS and National Taiwan University Ranking all rank UQ in the top 100. UQ is one of Australia’s Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

UQ’s 45,500-strong student community includes more than 10,000 postgraduate scholars and more than 11,000 international students from 162 countries. The University has more than 7,000 academic and professional staff and a $1.6 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 eight institutes. The institutes — funded by government and industry grants, philanthropy and commercialisation activities — have built scale and focus in research areas that UQ regards as strategically important.

The University of Queensland positively influences society by engaging in the pursuit of excellence through the creation, preservation, transfer and application of knowledge. The University’s successes are underpinned by our values. For more information on UQ’s mission, vision and values please go to http://www.uq.edu.au/about/mission-statement.

Organisational Environment

The School has seven main areas of academic strength represented by discipline clusters – accounting; business information systems; finance; management; marketing; strategy; and tourism with an associate professor reporting to the Head of School leading each cluster.

Currently, the School has over 9,000 students enrolled in its programs: 6,000 at undergraduate level; 3,000 at postgraduate coursework level; and around 160 in research
higher degree programs. Approximately one-third of the student body are international students, mostly from the Asia-Pacific region.

The School's aim is to achieve national and international recognition as being among the best research intensive business schools in the Asia-Pacific region. The School carries AACSB International and EQUIS accreditation – the first school in Australia to receive AACSB and EQUIS accreditation across the full range of programs. The School enjoys strong research links with leading international research schools.

Details of the teaching programs, research activities and business relations may be accessed through the School's web site at: http://www.business.uq.edu.au/. Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.bel.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

As Administrative Officer your primary responsibility is to provide high-level support to the Deputy Head of School and School Manager, ensuring the overall efficient and effective operation of the Office.

Duties

Duties and responsibilities include, but are not limited to:

- Manage relevant administrative and secretarial functions within the Office in a diplomatic and confidential manner.
- Manage the preparation of, and response to, a range of written communication, including; memo’s, briefing documents, reports, letters, emails and proposals.
- Manage the Harvard Business Publishing Database for all Business School Staff.
- Coordinate the collection of data relating to various projects including budgets, academic workload, workforce planning, reviews, and academic performance and provide reports to managers on achievement of key performance indicators.
- Assist the Head of School, Deputy Head of School and School Manager with the identification and monitoring of academic staff workload and research performance indicators for each member of staff.
- Coordinate and prepare written documentation/material for School reports, reviews, procedures, and guidelines in consultation with the relevant parties.
- Oversee and maintain School procedures and guidelines as appropriate in accordance with UQ policy.
- Develop and maintain efficient filing systems to ensure that important correspondence, documents, contracts, and agreements etc. adhere to archiving policy and can be located in a timely manner.
- Organise and facilitate meetings and special events as required.
- Assist with travel arrangements and credit card reconciliations for the office as required.
- Act as secretary for School Committees.
• Coordinate and manage special projects, including the supervision/delegation of tasks and staff where appropriate, in consultation with key stakeholders.

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 Executive Coordinator, UQ Business School.

SELECTION CRITERIA

Essential
• An undergraduate degree in a relevant area or an equivalent combination of relevant experience and/or education/training.
• Demonstrated ability to develop initiatives and strategies to achieve the specific objectives of this role with experience in planning and organisational skills and analytical skills.
• Highly developed organisation and administrative skills along with demonstrated experience in supporting senior management within a large organisation.
• The ability to develop reports and manipulate data in order to provide timely information to senior management.
• Demonstrated high level of written, oral and interpersonal communication skills.
• Ability to exercise initiative and professional judgement and capacity to solve problems.
• Demonstrated ability to meet deadlines, to work under pressure and establish priorities, with a commitment to quality outcomes.
• High level of proficiency in the use of standard computer based software systems.
• Ability to work independently and use initiative as well as the ability to work effectively in a team environment.
• Ability to establish and maintain productive interpersonal relationships with a range of individuals and senior managers from diverse backgrounds.
• Professional, energetic and resilient character with the ability to remain calm in the response to pressure.

UQ 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 for further information and points of contact if you require additional support. Accessibility requirements and/or adjustments can be directed to hr@bel.uq.edu.au.