POSITION DESCRIPTION

Position Title: Executive Coordinator
Organisation Unit: UQ Business School
Position Number: 3022567
Type of Employment: Full time, continuing
Classification: Hew Level 6

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 (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 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 UQ Business School is located on the St Lucia campus with a staff of approximately 160 academic staff; 120 equivalent tutors and 70 professional staff. The School leases space in the Brisbane central business district in Central Plaza 1 where it offers core MBA courses and provides executive education and function facilities.

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.

The team of professional staff working at the UQ Business School prides itself on its collegial approach to working with all staff and students at the School, Faculty and University level. The individual staff members are highly motivated, accomplished and dedicated to providing a high level of service and favourable outcomes to all clients and stakeholders. If you join this team, you will be working in a supportive environment where personal and professional development are encouraged and you will be given every opportunity to excel.

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

This position provides broad analytical and administrative support to the Head of School. The position requires interface between the School and external parties, normally working with data that is of a critical or confidential nature. A high degree of initiative is required in preparing reports, resolving problems and developing recommendations. The position
requires the development of a thorough knowledge of University and School operational policies and procedures and frequent participation in projects where analytical skills and operational knowledge is required, along with a high degree of tact and discretion.

Duties

Duties and responsibilities include, but are not limited to:

**Analytical Support**

- With limited direction participate in projects that require a combined knowledge of UQ administrative requirements and the School’s operations. Select appropriate resources and analyse data as required. Develop recommendations for executive approval and assist with the implementation of operational or compliance activities.

- Respond to a wide variety of requests for information, policies and procedures, and executive action. Analyse needs and problems as requested, research facts, determine approach, and organise and coordinate information retrieval, control and documentation procedures. Ensure accuracy of data and sources, and research issues to support executive decision-making or problem resolution. Evaluate and refer matters for appropriate handling and follow-up on execution to inform executives.

- Compile highly confidential data from various sources to integrate into regular and/or special reports. Independently contact appropriate sources to obtain necessary information.

- Conduct both primary and secondary research (research trends and collect relevant external data) as needed for School issues. Perform both routine and ad hoc data analysis, including arranging data into meaningful conclusions using charts, graphs, etc.

- Design and populate PowerPoint presentations suitable for use in both internal and external analysis.

**Administrative Support**

- Receive visitors and screen questions and requests as required. Interview telephone callers and make appropriate referrals. Interface at the management level both internally and externally on matters relating to executives' activities and requirements.

- Independently compose routine correspondence and non-routine complex letters from verbal instruction. Review materials prepared by others for executives’ signature to assure procedural and typographical accuracy.

- Exercise tact, diplomacy and discretion in written and verbal communications. Review and screen emails to sort and identify priorities for immediate action.

- Transcribe dictation from notes into final form, clerically and grammatically editing material when necessary.
• Under the direction of the School Manager, coordinate workflows with appropriate teams to ensure adequate support is available to the Executive Team.

• Organise agendas and papers for committee meetings and send to minute secretary for distribution. Liaise with minute secretary to proof minutes and to finalise minutes with Head of School.

• Assemble necessary background materials for executives’ scheduled meetings and take notes as required.

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 of 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, UQ Business School.
SELECTION CRITERIA

Essential

- A degree with subsequent relevant experience, or extensive experience and specialist expertise or broad knowledge in technical or administrative fields, or an equivalent combination of relevant experience and/or education/training.
- Developed analytical and organisational skills.
- Project coordination experience.
- Proven experience in analyzing data and conducting independent research with minimal supervision.
- A high level of computer proficiency.
- At least five years of secretarial experience with top management.
- Experience in multi-task coordination.
- Excellent written and verbal communication skills.

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.

This role is a full-time position; however flexible working arrangements may be negotiated.