### POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Executive Assistant</th>
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<tbody>
<tr>
<td>Organisation Unit:</td>
<td>Faculty of Science</td>
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<tr>
<td>Position Number:</td>
<td>1255169</td>
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<tr>
<td>Type of Employment:</td>
<td>Continuing, Full Time</td>
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<tr>
<td>Classification:</td>
<td>Hew Level 6</td>
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### 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://uniquest.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.

Organisational Environment

The Faculty of Science is a large and diverse faculty within UQ that incorporates seven schools and four research centres across two campuses and several other sites. It has a large population of domestic and international students and administers the Bachelor of Science, Bachelor of Applied Science and related dual programs plus a range of generalist and specialist undergraduate and postgraduate degree programs.

The units within the Faculty of Science are internationally recognised and their teaching and research successes create a stimulating environment within which the Faculty staff work. The Faculty is managed by the Executive Dean, who has direct responsibility for the physical, financial and human resources, academic matters relating to programs and students, and a range of other areas such as the development of research, national and international marketing, and enhanced government, business and community links.

Further information on the Faculty can be obtained from the Faculty’s web site at www.science.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

The Executive Assistant provides high level executive assistance and administrative support to the Executive Dean, as well as more ad hoc assistance to other senior officers within the Faculty of Science Office. Additionally, the position is responsible for establishing and maintaining appropriate standards and protocols to support the smooth operations of the Faculty of Science office and the linkages between the Faculty Office and the seven Schools and four University/Faculty centres within the Faculty of Science.

Duties

Duties and responsibilities include, but are not limited to:

Executive Support

- Maintain an efficient and well organised office for the Executive Dean in an environment where confidentiality, responsiveness and proficiency are essential, by ensuring that policies and processes are adhered to appropriately
- Take into account current and future commitments, prioritise workflow for the Office of the Executive Dean and liaise with areas to ensure the referred matters are followed up

V5. October 2016
- Manage the Executive Dean diaries including arranging meetings/appointments, responding to enquiries and preparing documentation as required
- Assess incoming correspondence, take appropriate action and write replies to routine correspondence on behalf of the Executive Dean and/or prepare drafts for consideration on non-routine matters as required
- As identified by the Executive Dean, provide high level administrative support to senior staff within the Faculty Office
- Organise domestic and international travel requirements for the Executive Dean, other staff in the office and guests as necessary
- Participate in projects associated with improvements to administrative practices in the Faculty of Science

Relationship Management
- Provide guidance and mentoring to the network of Executive Assistants across the Faculty of Science and establish and maintain appropriate standards/protocols for communication across the network of Schools and Centres in the Faculty
- Assess incoming correspondence, take appropriate action and write replies to routine correspondence on behalf of the Executive Dean or senior Faculty Office staff and/or prepare drafts for consideration of non-routine matters as required
- Liaise with the Faculty Executive Officer on a broad range of matters involving the Office of the Executive Dean
- Using initiative and judgment, liaise effectively with members of the Senior Executive, members of external organisations, government officials, businesses, Heads of Schools and Centres and their support staff, academics and administrative staff and students on matters of relevance to the Executive Dean’s activities
- Perform other duties as assigned by the Executive Dean

Event Management
- Assist in the planning and coordination of functions and workshops sponsored by the Faculty of Science

Committees
- Perform committee secretary duties for the Faculty Board, Executive Deans Advisory Committee and Faculty OH&S Committee
- Coordinate committees as required including venue arrangements, agendas, minutes, follow up actions, maintaining records of memberships, terms of references and other duties as required.

Faculty Office Management
- Develop and maintain efficient hard copy and electronic filing and records management systems
- Supervise the Faculty Office Receptionist and liaise/negotiate with Managers in the Faculty Office regarding the priorities and workload for the receptionist

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 Executive Dean, Faculty of Science.
SELECTION CRITERIA

Essential

- Completion of a relevant degree and/or substantial administrative and secretarial experience at a University executive level, or an equivalent combination of relevant experience and/or education and training
- Sound knowledge of university organisation structures and functions or a capacity to rapidly gain such knowledge
- Broad understanding of university corporate systems or a capacity to rapidly gain such skills
- Experience at an executive secretary level in a large and busy workplace environment
- Extensive experience providing high level administrative support including experience working independently
- Extensive experience with computer packages such as Microsoft Office, including: Outlook, Word, PowerPoint and Excel
- Excellent interpersonal and communication skills
- Proven ability to handle and maintain workplace confidentiality, exercise initiative and judgment and to work independently
- Excellent organisational skills with the ability to prioritise competing work demands, to work under pressure and to meet deadlines
- Excellent accuracy, analytical skills and attention to detail

Desirable

- Experience working in a university environment
- Staff supervision
- Understanding of the operations and systems that underpin a university or other large organization
- Committee servicing skills, including the expertise to prepare agendas and record accurate minutes of meetings

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.
This role is a full-time position; however flexible working arrangements may be negotiated.