POSITION DESCRIPTION

Position Title: Research and Administrative Officer
Organisation Unit: Australian Institute for Business & Economics
Position Number: 3040234
Type of Employment: Fixed Term, full time for 12 months
Classification: HEW 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 (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://uniqest.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

**Australian Institute for Business and Economics**

The Australian Institute for Business and Economics (AIBE) is a Faculty research centre within the Faculty of Business, Economics and Law (BEL) of The University of Queensland (UQ).

Established in 2014, AIBE seeks to establish UQ's Faculty of Business, Economics and Law (BEL) as the leading institute and intellectual hub of business, economics and law research in Australia. We:

- Facilitate world-class research and publications on business, economic and law which have direct business relevance and application
- Initiate informed debate on timely public policy issues
- Undertake, facilitate and promote innovative next horizon applied research
- Initiate and sponsor informed debate on business, economic and law policy
- Increase research collaboration between the Faculty, other UQ faculties and external parties
- Increase the number of external grants and high-level consultancies secured by the Faculty
- Expand the Faculty's engagement with the Asia-Pacific region, including partner universities in the People's Republic of China

The creation of AIBE was largely made possible by the generous donation of alumnus Matt McLennan, a successful fund manager with First Eagle Fund Management and a UQ alumnus.

To achieve the above-mentioned objectives, AIBE seeks to undertake the following activities:

- Contribute to the funding of Faculty-based research which is consistent with AIBE’s objectives of policy relevance, increased collaboration and improved generation of external funding
- Assist Faculty researchers in increasing the quantity and quality of external grant applications
- Conduct active dialogue with other UQ faculties, government departments, industry, universities and civil society to identify opportunities for collaborative research and high-level consultancies
- Highlight developments and policy relevance of AIBE-supported research via the AIBE website
- Pursue opportunities to highlight AIBE-supported research in Australia and the Asia-Pacific through media and social media coverage
- Organise domestic and international research-sharing events (including conferences and workshops) and establish a distinguished visitor program
Maintain an active working paper series, highlighting the research of AIBE members and providing contemporary debate on current topics in business and economic policy.

**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](http://www.uq.edu.au/current-staff/working-at-uq)

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

**DUTY STATEMENT**

**Primary Purpose of Position**

The primary function of this role is to provide research assistance and high level administrative support to the Director of the AIBE. A significant part of this role will assist the Director in research activities such as data analysis, writing journal articles and assisting in finalising research reports.

**Duties**

Duties and responsibilities include, but are not limited to:

**Research**

- Undertake data analysis/manipulation and use of STATA statistical software
- Basic analysis of data in excel
- Perform basic interpretation of statistical outputs
- Assist in formulation of ethics applications and preparation of reports
- Assist in data collection (primary and secondary data sources)
- Analysis of qualitative data may be required (this would include writing up interview data and field notes)

**Publications and Presentations**

- Assist in writing academic journal articles and incorporating feedback from drafts and re-drafts of research findings
- Formatting final research reports, including preparation of templates and checking spelling/grammar/references.
- Compile highly confidential data from various sources to integrate into documents/reports. Independently contact appropriate sources to obtain necessary information.
- Design and populate PowerPoint presentations suitable for use internally/externally.
- Review materials prepared by others to ensure procedural and typographical accuracy.
- Sort and identify priorities and due dates for submissions/collation of responses from stakeholders as required.

**Executive Support**

- Manage the Director’s diary, including arranging meetings/appointments, managing correspondence and preparing meeting papers/other documents as required.
- Interface at management level both internally and externally on matters relating to the Director’s activities as well as responding to requests for information or executive action.
- Analyse and respond to requests researching issues/retrieving data to support executive decision-making or problem resolution.
- Develop and maintain efficient electronic and hard copy filing systems to ensure that correspondence, records, committee files etc. can be located in an appropriate, efficient and timely manner.

**AIBE Program Leaders Support**
- Coordinate AIBE related travel (locally/nationally/internationally) including conference registration, flights, accommodation, hospitality, transfer arrangements, whilst ensuring adherence to University travel procedures (UniFi).

**Financial**
- Responsible for managing financial accountabilities relevant to AIBE including reconciling receipts, including the Director’s corporate credit card, and arranging payment of invoices.

**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](#)

**Organisational Relationships**
The position reports to the Director, Australian Institute for Business and Economics.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree in Business, Economics or Social Science; or an equivalent combination of relevant experience and/or education/training.
- Experience in analysis and manipulation of data including spreadsheets and use of common statistical packages such as STATA.
- Experience in coordinating a range of activities and projects, analysing data, conducting independent research, write reports and creating presentations, with minimal direction.
- Highly developed written, oral and interpersonal skills, including the ability to establish cooperative working relations with staff within the Faculty/University and with external stakeholders (including government and professional groups, private and public organisations).
- Advanced skills in the use of Microsoft suite of programs (Word, Excel, PowerPoint, and Outlook) and desktop publishing programs.
- Experience in providing administrative support to senior executive staff in a tertiary education institution or other large organization.
- Ability to prioritise own workload, work independently and within a flexible team environment, and meet deadlines.

Desirable

- Experience in diary management, making international travel arrangements, and organising professional events.

Qualification Verification

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.