POSITION DESCRIPTION

Position Title: Executive Assistant
Organisation Unit: School of Economics
Position Number: 3021012
Type of Employment: Full time, Fixed term for 12 months
Classification: HCE Level 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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. 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 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.

Organisational Environment

UQ’s School of Economics ranks among the top 2% of research-intensive economics departments in the world and is one of the leading economics departments in Australia. Faculty members undertake world-class research across a range of fields including economic theory, econometrics and applied economics.

The School is a leading provider of economics education in Australia and generates annual revenues of almost $40 million from its undergraduate and postgraduate programs. In 2017, close to 1500 students enrolled in its courses, of which 30 per cent were international students from 53 countries. Significant numbers of students from other UQ programs also undertake economics courses, with total course enrolments averaging close to 7,000 each semester. In 2017 the School ranked 73rd in the Times Higher Education Rankings by Subject.

The School hosts an ARC Australian Laureate Fellow and an ARC Future Fellow, as well as a number of research academics working on externally funded projects. The School has an established research centre, the Centre for Efficiency and Productivity Analysis, and there is also an active seminar and visitor program providing exposure to leading researchers from around the world.

UQ Economics currently employs 72 academic staff and 18 professional staff members. Each semester, the School also employs around 100 casual tutors. Details on our academic programs, research groups and staff profiles may be accessed on the School's web site at: http://www.uq.edu.au/economics/

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

This position provides a high level of executive and administrative support to the Head of School and Deputy Head of School. The position also provides a high level of administrative support to the School's annual junior academic recruitment drive.

Duties

Duties and responsibilities include, but are not limited to:

Executive Administration Support

- Manage all incoming correspondence and enquiries to the Executive office by evaluating to determine required action and associated priorities. Initiate action as
appropriate, including referring matters to relevant staff members for action and/or advice and taking follow-up action to ensure timely resolution of all matters.

- Manage diaries and contact lists for the Head and Deputy Head, collate and prepare material for meetings and ensure that appropriate briefings are provided to the Head and Deputy Head.

- Prepare routine correspondence and draft more complex correspondence on behalf of the Head of School and Deputy Head and assist with the preparation of reports and other documents.

- Organise domestic and international travel for the Head and Deputy Head including scheduling of meetings, preparing itineraries, booking transport and accommodation and completing UQ travel forms and other relevant documentation.

- Manage reimbursement of expenses for the Head and Deputy Head and reconcile Executive Cards in accordance with University policy and procedures.

- Prepare presentations for delivery at formal meetings and other events, including sourcing and collating information and arranging this in an appropriate format and style.

- Assist with the organisation of School staff meetings and strategic planning activities. This includes scheduling of meetings, booking venues, arranging catering, liaising with facilitators and other external participants, drafting agendas, organising papers, recording key discussion and outcomes and ensuring any follow-up actions are taken.

- Undertake research into a diverse range of issues, sourcing relevant data both internal and external to the University. Collate, analyse and present data for consideration by the Head and Deputy Head.

- Oversee the maintenance of School calendars.

- Act as the Secretary to the School’s Executive Committee.

- Maintain an efficient and well organised office in an environment where confidentiality, responsiveness and proficiency are essential, ensuring that University, Faculty and School policies and procedures are adhered to.

- Develop and maintain effective administration procedures and electronic records management systems for the efficient operation of the School management team in accordance with the School’s Records Management Guidelines.

- Liaise effectively with a diverse range of people including staff at all levels within the University, undergraduate and postgraduate students, representatives from government, commerce and industry and members of the general public.

- Any other duties as reasonably directed by your supervisor

**Human Resources**

- Coordinate the annual academic staff appraisal process as well as other HR activities related to academic staff in consultation with the Head and Deputy Head, ensuring
that appropriate documentation is completed and forwarded to Human Resources in a timely manner.

- Provide a high level of administrative support to the School’s recruitment activities including the annual junior academic recruitment process. Duties typically involve the processing of a high volume of applications, collating assessment documentation, arranging pre-screening interviews held at international meetings and fly-outs for formal interviews. This activity is performed in close liaison with Faculty HR staff.

- Any other duties as reasonably directed by your supervisor

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 Officer, School of Economics.
SELECTION CRITERIA

**Essential**

- Completion of a diploma and at least three years’ work experience in an administrative field or a degree without subsequent relevant work experience or an equivalent combination of experience and/or education/training.

- High level written communication skills as evidenced by the ability to draft professional standard correspondence, reports, business procedures and other documents and to develop material for formal presentations.

- Effective oral communication and interpersonal skills, including the ability to liaise, consult and negotiate with a diverse range of people while always maintaining a client focussed philosophy.

- Highly developed organisational skills and demonstrated experience in developing, reviewing and managing business processes and electronic records systems in a busy office environment.

- Sound analytical and interpretive skills, including the ability to research and integrate information, analyse data and interpret and apply policies in an operational context.

- A high level of proficiency in the Microsoft Office suite (Word, Excel, PowerPoint and Outlook).

- Demonstrated ability to work effectively, both independently and as part of a team, and to manage competing priorities to ensure that deadlines and commitments are met.

- Substantial experience in providing a high standard of administrative support to senior executives and ensuring the effective coordination of activities.

- Demonstrated ability to exercise initiative and judgement, especially when dealing with non-routine, sensitive or confidential matters.

- A strong client service ethos and a commitment to delivering work outcomes of a high quality.

- Flexibility and willingness to work constructively and cooperatively with staff from within the School and across the University.

**Desirable**

- Working knowledge of University administrative systems, policies and procedures or the capacity to rapidly acquire this knowledge.

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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.