POSITION DESCRIPTION

Position Title: Administrative Assistant
Organisation Unit: Queensland Brain Institute
Position Number: 3028312
Type of Employment: Part time, fixed term
Classification: HEW 4

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 Australian Teaching and Learning Council Awards for Teaching Excellence 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.

QUEENSLAND BRAIN INSTITUTE

The Queensland Brain Institute works to understand the development, organisation and function of the brain. We aim to understand the neural circuits in the brain, how their function results in behavioural outcomes, and how dysfunction of these circuits leads to disorders such as dementia, Parkinson’s disease and schizophrenia. We aim to (1) Develop novel therapeutic approaches to treat disorders of neural function and (2) Use our understanding of brain function to improve learning in classrooms and in the workplace.

Established in 2003, QBI ([www.qbi.uq.edu.au](http://www.qbi.uq.edu.au)) is housed on the St Lucia campus of UQ. It is home to more than 450 staff and students, including 41 group leaders.

Over the past decade QBI has become known as one of the world's leading neuroscience research institutes. It played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in both the 2010, 2012, and 2015 Excellence in Research for Australia (ERA) reviews, one of only two universities in Australia to achieve this.

Clem Jones Centre for Ageing and Dementia Research (CJCADR)

In 2011 the Queensland Brain Institute (QBI) established the Clem Jones Centre for Ageing Dementia Research (CJCADR), focusing on understanding pathogenic mechanisms at a molecular and cellular level and using this insight to develop therapeutic strategies for the prevention and treatment of ageing dementia as well as better diagnostic tools.

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)

DUTY STATEMENT

Primary Purpose of Position

To provide general administrative support and assistance to the Clem Jones Centre for Ageing Dementia Research. Working closely with the Centre Director and Centre Manager, you will assist in the preparation of a range of documents whilst also providing day to day assistance in general administrative duties such as diary management and travel etc.

Duties

Duties and responsibilities include, but are not limited to:

- Provide general administrative support and assistance to the Centre Director and Centre Manager, including the preparation of correspondence, reports, submissions and other documents as required.
- Arrange travel and accommodation for Centre Director and visitors.
- Reconciliation of credit cards and travel diary for the Centre Director and Centre Manager.
- Calendar management for the Centre Director, including arranging meetings or other activities as required.
- Provide support for CJCADR events, including administrative duties.
• Provide project management support as required.
• Other duties as instructed by the Centre Director and Centre Manager.

**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 CJCADR Centre Manager

**SELECTION CRITERIA**

**Essential**

- Completion of a diploma level qualification with relevant work related experience; or an equivalent combination of relevant experience and/or education/training
- Experience in providing a full range of administrative services, and preparedness to undertake training as required
- Ability to interpret and apply policies and procedures, or the ability to rapidly gain such knowledge.
- Experience in arranging and coordinating meetings in a medium sized organisation
- Experience in the use of a wide range of computer applications in a network environment, such as Word and Excel.
- Demonstrated ability to and maintain spreadsheets or data base applications
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person
- Attention to detail and a high degree of accuracy
- Ability to work well independently and within a team, under strict deadlines.
- Ability to exercise discretion, good judgement and maintain confidentiality

**Desirable**

- Administrative experience in a University or similar organization
- Experience using UQ financial systems

*The University of Queensland is committed to equity, diversity and inclusion.*