POSITION DESCRIPTION

Position Title: Executive Assistant
Organisation Unit: School of Human Movement and Nutrition Sciences
Position Number: 3002402
Type of Employment: Full time, Continuing
Classification: Hew 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 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 (65). 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 $11 billion+ (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

Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the University.

The Faculty currently includes six schools and five research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for the Business and Economics of Health
- Centre for Youth Substance Abuse Research (CYSAR)
- Recover Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Poche Centre for Indigenous Health

More information about the Faculty is available at: http://habs.uq.edu.au/

School of Human Movement and Nutrition Sciences

The School of Human Movement and Nutrition Sciences’ vision is be an international leader in the study of human movement and nutrition, demonstrating excellence through innovative, creative, and dynamic teaching and research, in a vibrant, interdisciplinary, and engaging environment. The School holds a leadership position in its field in the Australian tertiary environment and is highly regarded for its teaching, research and community outreach programs. The current staff profile shows 47 FTE academic staff, 11 FTE research staff and 21 professional staff. There are approximately 140 enrolled research higher degree students, and the total EFTSL of all enrolled students at undergraduate and postgraduate levels is approximately 950.

The School of Human Movement and Nutrition Sciences operates through a committee structure with delegated responsibilities and regular meeting times. The School Executive Committee has as its function to provide advice to the Head of School on matters related to strategic planning and resource allocation (including overall budgeting, resource allocation for equipment & facilities, and workload profiling & duties allocations). Membership consists of the Head of School, professorial staff, School Manager and the directors of the major School committees: Teaching & Learning Committee and Research Committee and the Postgraduate Student Coordinator. Other committees which meet less frequently include the Information Technology Committee, the Workplace Health and Safety Committee and the Equity Committee.
The School offers three undergraduate degrees: the Bachelor of Exercise and Sport Sciences (Hons), Bachelor of Health, Sport and Physical Education (Hons) and a Bachelor of Exercise and Nutrition Sciences with a “pathway degree” from the Bachelor of Exercise and Nutrition Sciences to the Master of Dietetics Studies. The School also contributes into the Bachelor of Arts (Sports Studies), and a joint honours program in Sports and Exercise Psychology through the Bachelor of Arts. The School offers a wide suite of postgraduate coursework programs in the areas of Clinical Exercise Physiology, Dietetics, Sports Coaching, Sports Medicine, and Sport and Exercise Psychology. Further details about the School’s teaching programs, the research interests of academic staff, and other information about the School may be accessed on the School’s web site at http://www.hms.uq.edu.au.

The School currently has four established research centres:
- Centre for Research on Exercise, Physical Activity and Health,
- Centre for Sensorimotor Performance,
- Australian Centre of Sport, Physical and Health Education Research, and
- Centre for Dietetics Research.

The School encourages staff to work across research centres, to facilitate cross-fertilisation of theories and methods, and to form close affiliations with colleagues and projects within the faculty and across the University. The School’s operations include over $23 million in operating grant funding and $2.5 million in research grants and service income.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.habs.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

To provide a high level of administrative and project support to the Head of School and the Head of School’s Office, to assist in the management of the School, and to be responsible for a range of activities related to the efficient operation of the Head of School’s office and the School in general.

Duties

Duties and responsibilities include, but are not limited to:

Administration
- Provide an accurate, timely and quality administrative service, including key project support, executive administrative research, drafting and monitoring responses for the Head of School and School staff.
- Diary management including monitoring the schedule of the Head of School and arranging commitments to maximize the Head’s efficiency and effectiveness.
- Examine incoming papers and correspondence to determine required action and associated priorities, initiate action whenever possible/appropriate and refer correspondence or enquiries for action or advice to relevant staff members on behalf of the Head of School, and seek timely follow-up and resolution of issues as required.
• Work autonomously, utilising discretion to meet deadlines, establish work priorities, organise meetings and appointments.
• Organize meetings, functions and events for the Head of School and senior School staff with University staff, external organizations and members of the community, including the preparation of agendas, papers, invitations, catering, venue hire & bookings.
• Attend to enquiries and requests for information from School staff, Faculty of Health and Behavioral Sciences, all sections of the University, students, and external bodies. Initiate further action whenever possible/appropriate and ensure all enquiries are followed up.
• Maintain an effective office record system in conjunction with other administrative staff within the School
• Organise travel arrangements, accommodation bookings, and prepare detailed itineraries for the Head of School and School Manager. Liaise with International and Australian organizations with regard to Conferences, Meetings, etc.
• Act as Secretary to the School Executive Committee and School Staff Meetings including scheduling meetings, venue, drafting agenda, organising associated papers & information, taking minutes, and attending to follow ups and actions
• Prepare presentations for the Head of School including administrative, promotional, teaching and research matters.
• Perform the acquittal of Head of School Corporate Card and arrange reimbursement of expenses
• Other executive support duties as directed.

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, School of Human Movement and Nutrition Sciences.
SELECTION CRITERIA

Essential

- A bachelor’s degree or extensive experience in academic administrative fields or similar environment.
- Ability to work with initiative demonstrating problem solving strategies and a willingness to research effectively
- Demonstrated oral, written and interpersonal communications skills of a high order, including the ability to liaise, consult and negotiate with a diverse group of people, always maintaining a client focused philosophy.
- Demonstrated ability to provide a high standard of confidential administrative and secretarial support, including word processing, document management, scheduling activities and organisation of meetings
- Demonstrated ability to effectively maintain a filing system (including the ability to manage and track the flow of correspondence), databases and other office systems including Microsoft computer software with an emphasis on accuracy and attention to details to ensure deadlines are met
- Demonstrated ability to work effectively, both independently and as part of a team, and to set realistic work goals, manage timelines, and establish work priorities to ensure deadlines and commitments are met
- Broad knowledge of the policies and procedures of a University environment, or the ability to rapidly gain such knowledge
- Sensitivity to confidentiality and privacy issues associated with the Head of School’s office

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.