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 (60). 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.

POSITION DESCRIPTION

Position Title: Cleaner– Gatton Campus
Organisation Unit: Property and Facilities Division
Position Number: 1256766
Type of Employment: Continuing Part Time
Classification: Hew Level 1
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 this will be a strategic focus going forward.

Organisational Environment

The Asset and Campus Services Sections within the Property and Facilities Division are responsible for the delivery of a range of services on all UQ Campuses. The Asset Services Team provides building maintenance, grounds and playing field maintenance, fire safety, traffic and parking and Security of the UQ estate.

The Campus Services Team provides services to maintain and further improve the environment in which members of the university community study, work and live. These services include cleaning, mail dispatch, fleet services, logistics, and furniture.

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 applicant will be required to undertake general duties as outlined in the Property and Facilities Division, Cleaning Workbook.

Duties

Duties and responsibilities include, but are not limited to:

- To be acquainted with all aspects of general cleaning in accordance with the Property and Facilities Division Cleaning Services Workbook;
- To clean assigned areas within the University according to the manner and schedule determined by the cleaning supervisor;
- Ensure that general waste and recyclable wastes are appropriately disposed of;
- Monitor chemicals and cleaning supplies to ensure that adequate supplies are maintained;
- Store cleaning supplies and equipment in the assigned places and ensure stores and equipment are kept clean and tidy;
- Noting that the duties of the position might later be subject to change following the annual review of the appointee or as a result of organisational restructuring;
- Other duties as required by management and consistent with the position.
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 Cleaning Officer, Gatton, who in turn reports to the Manager Building Services

SELECTION CRITERIA

Essential
- Completion of year 10 qualification
- Demonstrated ability to work with routine supervision and to efficiently and effectively complete all tasks in their assigned area;
- General cleaning skills are required;
- Well-developed communication skills
- The ability to work within a team structure as well as work with minimum supervision and to efficiently and effectively organize the work under their jurisdiction to meet the required deadlines.
- Must be highly self-motivated, proactive, possess initiative, be well organised and possess a strong work ethic.

Desirable
- Some knowledge of materials e.g. Cleaning chemicals and equipment would be advantageous.

The University of Queensland values diversity and inclusion.
Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples