POSITION DESCRIPTION

Position Title: Administration Officer – UQ Skills
Organisation Unit: Office of the Gatton Campus Director – UQ Skills
Position Number: New
Type of Employment: Full Time – Fixed Term
Classification: Hew Level 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 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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 $11billion+ (see http://uniqest.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.

The School of Veterinary Science has a rich history, having been founded in 1936, and with a reputation for graduating highly capable veterinarians. The Veterinary Science program at UQ has full accreditation with the Australasian Veterinary Boards Council, the Royal College of Veterinary Surgeons and the American Veterinary Medical Association. The School also contributes to programs in veterinary technology and animal & veterinary bioscience. The respected QS World Rankings recently ranked UQ as 22nd in the world in the field of Veterinary Science.

Organisational Environment

In 1990, The University of Queensland merged with the Queensland Agricultural College, which saw the establishment of the University’s Gatton Campus. It hosts a number of degree programs in agricultural and veterinary sciences, in addition to research centres and a wide range of facilities to support teaching and research in agriculture and veterinary sciences. Engagement with the local community is a critical element of the philosophy and activities of the Campus. Effort to promote innovation on the Campus is another key feature of UQ Gatton, as is a focus on sustainability.

The Campus offers an extremely broad range of qualifications from vocational to undergraduate to postgraduate and research higher degrees. The programs run from the Campus are in disciplines such as agriculture, animals, veterinary science, food or the environment involving issues such as climate change, feeding a growing population, biosecurity, and diminishing natural resources. As a result, UQ Gatton is a large and complex campus, predominantly a rural setting with working farms and dairy, as well as Halls of Residence, advanced research facilities and contemporary teaching spaces, from traditional lecture theatres to those designed to teach animal sciences.

The Office of the Director, Gatton Campus is responsible for ensuring the smooth and effective operations of the Gatton Campus of The University of Queensland, supporting academic teaching, research and community programs. The Director's portfolio includes responsibility for the Gatton Dairy, Piggery Unit, Equine Unit, Cropping Unit, Grazing Animal Unit, UQ-Skills and the Halls of Residence in addition to administration functions and OH&S.

The UQ Skills is a Registered Training Organisation (RTO 1511) and is chartered to deliver a range of accredited vocational education and training programs and non-accredited professional development programs. Various external, industry-based training programs on a fee-for-service basis or government funded training programs are also delivered by the Centre.

Information about the Gatton Campus can be found at https://gatton.uq.edu.au/

Diversity and Inclusion

The Office of the Director, Gatton Campus recognizes and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with
the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

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-ug

DUTY STATEMENT

Primary Purpose of Position

To provide administrative support to staff and students of the UQ Skills, Gatton campus.

Duties

Duties and responsibilities include, but are not limited to:

- Provide high quality client service to all UQ Skills students, staff and clients including follow up contact as required
- Word processing, editing, proofing and printing of complex training materials including RPL kits, academic publications, vocational study guides, vocational assessment books, vocational mapping documents and assessor guides ensuring version control meets all ASQA standards through following UQ Skills policy and procedures.
- Provide administrative assistance to the Finance Coordinator including assistance in compilation of financial reports and documentation as required
- Complete human resources forms and appointment paperwork under direction.
- Assist in student data inputs and enrolment processes as required
- Maintain Continuous Improvement Register under guidance of Admin Coordinator
- Record/maintenance of training personnel documentation in aXcelerate as required.
- Completion of travel site visit requests, block training for external training requirements as directed including booking of travel and accommodation and financial documentation and reconciliation.
- Maintain Office Registers: blue cards, licences, car key register, building key register etc.
- Provide secretarial support including the preparation of agendas, minutes and documents.
- Assist in UQ Skills promotional events and student inductions as required.
- Undertake other administrative duties as directed by UQ Skills Managers including acting as the back up to the other UQ Skills Administrative Officers and the Reception desk when required.

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 UQ Skills Student & Records Administration Coordinator.

SELECTION CRITERIA

• Completion of a diploma level qualification with relevant work related experience; or completion of a relevant Certificate IV with relevant work experience; or an equivalent combination of relevant experience and/or education/ training.
• High level skills in the use of a wide range of computer applications in a network environment particularly the use of the Microsoft Office suite in a large organisation or the ability to rapidly acquire such knowledge.
• Knowledge of University policies and procedures in relation to student administration or the ability to rapidly acquire such knowledge.
• Knowledge of the University’s specialist software programs including UniFi Finance System, Business Objects, MySI-Net, aXcelerate or the ability to acquire such knowledge.
• Demonstrated competence in the conduct of administrative work including the ability to review work practices and updated procedure and processes.
• High level written and oral communication skills, including the ability to interact effectively with people from diverse backgrounds.
• Knowledge of Australian Skills Quality Authority (ASQA) standards that relate to the quality aspects of learning, assessment and mapping of materials.
• At least 2 years’ experience in providing high level administrative support to a large organisation.
• Ability to prioritise competing work demands, meet deadlines with a high level of accuracy while remaining calm under pressure.
• Demonstrated ability to establish co-operative working relationships with students, staff across UQ Skills, The University of Queensland and external bodies.
• Ability to maintain confidentiality and provide an ongoing high level of presentation of work accuracy and attention to detail.

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.
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 advertisement.