

POSITION DESCRIPTION

Position Title:	Catering and Events Assistant
Organisation Unit:	Faculty of Business, Economics and Law
Position Number:	3026782
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 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 \$1 billion+.

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 Faculty of Business, Economics and Law (BEL) incorporates three schools – UQ Business School, the Law School and the School of Economics. – and three research centres – the Australian Institute for Business and Economics (AIBE) and the Centre for the Business and Economics of Health (CBEH).

With more than 500 staff and 13,000 enrolled students, we are UQ's largest Faculty. Our aim is to engage and build sustainable and mutually beneficial relationships with our students, alumni, industry and government.

We offer students unparalleled opportunities through our wide range of undergraduate and postgraduate programs at the St Lucia campus. We also operate UQ Brisbane City, the University's premier executive conference, training and events space in the heart of the Brisbane CBD. Home to students and professionals from select postgraduate programs and Executive Education courses, UQ Brisbane City is a unique space where students, alumni and industry can create, connect and innovate.

Our high-achieving students are taught by leaders in their fields, many of whom are renowned researchers and consultants to companies around the world. Students can also connect with the Faculty's award-winning Student Employability Team to gain industry-relevant skills, experiences and job opportunities.

Our global alumni network encompasses more than 69,000 graduates, and our alumni hold leadership positions in the private sector, in government and with not-for-profit organisations worldwide.

To learn more about the BEL Faculty, please visit <https://bel.uq.edu.au>.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at <https://staff.uq.edu.au/information-and-services/human-resources>.

DUTY STATEMENT

Primary Purpose

The Catering and Events Assistant provides support to the efficient and effective running of event related activities at UQ's Brisbane City Campus venue and is a critical link between the venue, catering suppliers and event clients.

Duties

Duties and responsibilities include, but are not limited to:

- Provide end-to-end event support to the Venue Coordinator and where required, to the Facilities and Operations Manager.
- Process a diverse range of event enquiries, finalising of bookings and recording in the event management system.
- Provide support to the Venue Coordinator to ensure the venue is suitably resourced / equipped for use by internal and external stakeholders for seminars, meetings and events.
- Assist with the post-event reporting, including analysis, review, identification and implementation of recommendations.
- Process the provision and acceptance of quotes and finalising of accounts to allow invoices to be issued to clients.
- In conjunction with the Venue Coordinator, liaise with external catering, equipment vendors and internal UQ suppliers to ensure event activities are supported.

Other

- The Brisbane City Venue operates outside normal working hours and therefore the role may be required to work between span of hours from 6 am to 10 pm Monday to Sunday, the Catering and Events Assistant will be expected to undertake flexible working hours within this time span.
- 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 Venue Coordinator, Faculty of Business, Economics and Law.

SELECTION CRITERIA

- Diploma qualification in business, events or hospitality or Certificate IV with relevant event coordination experience of a minimum of 5 years; or an equivalent combination of relevant experience, education and training.
- Demonstrated and successful experience in supporting venue and event operations, sales, marketing and promotions.
- Proven experience in catering, hospitality and event bookings, set up and budgeting of events.
- Previous demonstrable understanding of financial operations including processing customer invoices, requisitions, quoting of work and materials and accurate financial management support of client accounts.
- Proven experience and understanding of OH&S risks and issues in an event venue setting. An understanding of Fair Work Employment, general employment conditions and the importance of understanding UQ policies and procedures when supervising employees.
- Experience with event bookings, coordination and management software.

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](#) 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 recruitment@uq.edu.au.