POSITION DESCRIPTION

Position Title: NIF Administrative Officer
Organisation Unit: National Imaging Facility/ Centre for Advanced Imaging
Position Number: 3036195
Type of Employment: Full-Time, Fixed Term
Classification: HEO 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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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://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

National Imaging Facility

The National Imaging Facility (NIF) is an Australia wide collaborative network of world-class imaging infrastructure, which was established in 2007, one of the four initiative projects implemented by the Australian Government, under the National Collaborative Research Infrastructure Strategy (NCRIS) Characterisation capabilities program. NIF provides state-of-the-art imaging capabilities for the imaging of human, animals, plants, and materials and consists of 10 Nodes (University of Queensland, University of New South Wales, University of Sydney, Western Sydney University, The Florey Institute of Neuroscience and Mental Health, Large Animal Research & Imaging Facility, University of Melbourne, Monash University, Swinburne University of Technology, and University of Western Australia) together with ANSTO, as a national partner in radiophysics and radiopharmaceuticals.

Connecting Researchers with Infrastructure, NIF provides cutting-edge imaging technologies and highly specialized expertise in three main themes of:

- Molecular Imaging and Radiochemistry;
- Human Imaging; and
- Animals, Plants, and Materials Imaging.

The NIF organizational structure consists of Governing Board, Participant Council, Operations Committee, Thematic Groups, Industry Engagement Committee and Advisory Panel, and the NIF Central management team. The Centre for Advanced Imaging (CAI) at the University of Queensland hosts the largest Node of NIF and is also the base of NIF Central Management. For further information on NIF please visit www.anif.org.au.

Centre for Advanced Imaging

The Centre for Advanced Imaging (CAI) is a strategic initiative of The University of Queensland, reflecting the growth in biotechnology, biomedical and materials research requiring advanced imaging capabilities. As a leading imaging research facility in Australia, and one of a handful in the world, CAI brings together the skills of a critical mass of researchers and 'state-of-the-art', world- or Australian-first research imaging instruments. NMR, EPR, MRI, PET, CT and optical imaging are now key platform research technologies for studying the structure and function of biomolecules and living organisms, from proteins to the human.

Further details on the Centre for Advanced Imaging and the research interests of its staff can be found on CAI’s website www.cai.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 administrative support to the NIF Central management team and contribute to the National Imaging Facility project through provision of support to the NIF CEO and COO. Liaise and coordinate the NIF national capability’s administrative functions, including the coordination of events and activities nationally and across the NIF nodes.

Responsible for the processing of corporate credit card payments as well as travel arrangements, in liaison with the CEO and COO and in accordance with Finance & Business Services UniFi system and UQ policies and procedures.

Duties

Duties and responsibilities include, but are not limited to:

Administration

- Develop and maintain an understanding of the NIF activities and its strategic objectives.
- Provide high quality administrative support to NIF Central office such as diary management, travel coordination, and the planning and coordination of current and future commitments/events.
- Provide administrative support to the Chair of the Governing Board, CEO, COO, and sub-committees, scheduling meetings and other activities using initiative and judgment to handle or refer matters.
- Coordination of travel arrangements for the Board members, CEO and COO.
- Coordinate and undertake administrative and secretarial tasks for a range of NIF meetings and events, including organising tele/videoconferences and catering for events.
- Responsible for the printing, coordination and distribution of necessary materials.
- Act as Secretary at NIF meetings and events, taking and transcribing Minutes, and drafting action items.
- Provide assistance in maintaining the NIF capability usage records and reporting statistics, in liaison with the COO.
- Assist with the administrative aspects of the preparation of further funding applications, in liaison with the COO.

Finance

- Support NIF day-to-day operations including maintaining financial records, coordinating purchase orders, invoice payments, hospitality calculations and approvals, and processing credit card reconciliations in accordance with relevant University policy and procedures.
- Responsible for assisting the NIF team with travel bookings, travel forms and approvals and travel card reconciliations.
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

This position reports to the NIF COO and will be based at the Translational Research Institute (TRI), Woolloongabba, but may be required to work at the University Campus in St Lucia at times.
SELECTION CRITERIA

Essential

- Completion of a degree with subsequent relevant work experience; or an advanced diploma plus at least two years’ relevant work experience or an equivalent combination of relevant experience and/or education/training.

- Excellent written and interpersonal skills including the ability to communicate effectively via telephone, email and in person with internal and external stakeholders.

- Ability to manage and prioritise workloads, work independently or within a team and meet strict timelines with confidence.

- Adaptable and flexible approach to work with skills in dealing with difficult situations to meet changing needs and priorities.

- Well-developed organisational skills with high level attention to details and ensuring accuracy of information.

- Extensive experience in the use of a wide range of computer applications in a network environment, particularly Microsoft Office Suite of programs.

- Demonstrated capacity to effectively use University platforms such as UniFi and Expense Management System or the ability to rapidly gain such knowledge.

- Experience in reconciliation of credit cards, payment of invoices, etc. and the ability to interpret and abide by University policies and procedures in all areas of financial and administrative management.

Desirable

- Knowledge of and experience in the higher education sector.

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.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.