POSITION DESCRIPTION

Position Title: Project Assistant (Crime & Justice Group)
Organisation Unit: School of Social Science
Position Number: TBA
Type of Employment: Part time .6 FTE, Fixed-term 2 years
Classification: HEW 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 (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

The Faculty of Humanities and Social Sciences (HASS) is a large, multi-disciplinary Faculty with a broad academic profile, substantial research achievements and a commitment to public engagement. The Faculty is based at the St Lucia campus in the iconic Forgan Smith building, at the heart of the University - The Great Court.

HASS has entered an era of regenerative leadership. Executive Dean Professor Heather Zwicker joined UQ in spring 2018, and brings a fresh vision of interdisciplinary collaboration, public accountability and commitment to the student experience. Many Heads of School are also new to their roles and eager to ensure that HASS continues to be a powerhouse for disciplinary and interdisciplinary research across our Schools, Institutes and Centres, as well as boasting exciting, responsive teaching in a broad range of programs.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a Centre for Policy Futures, and several school-based research centres. It also plays host to the Institute for Modern Languages and the Confucius Institute.

HASS has a strong identity and long tradition of innovation and leadership, offering a broad range of programs - including one of UQ’s largest, the Bachelor of Arts.

The complementary nature of our disciplines attract a diverse cohort of international and domestic students, with 640 research higher degree students, approximately 1,600 students in postgraduate coursework degrees and close to 7,000 undergraduates.

The Faculty of Humanities and Social Sciences produces nationally and internationally regarded research across its many and varied disciplines. In addition to strong performance with external funding, UQ researchers in humanities and social sciences have won prizes, gained reputations for research excellence, performed exceptionally in the Excellence for Research in Australia (ERA) exercise and in global university rankings, among many other measures.

Our strong performance reflects the quality of world-changing work our researchers are undertaking, with their breakthrough discoveries having a positive impact on society and changing the lives of others around the globe. Visit our Research Impact website for some of these stories.

HASS proudly claims a large number of Fellows in national disciplinary bodies, including the prestigious Australian Academy of the Humanities, and the Academy of the Social Sciences in Australia.

More information about the Faculty can be accessed at http://www.hass.uq.edu.au/
The School of Social Science – comprising the disciplines of anthropology, archaeology, criminology and sociology - is one of the largest Schools of its type in Australia with over 45 academic staff members and around 900 equivalent full-time students including 100 higher degree students. At the undergraduate level, the School manages the Bachelor of Social Science, the Bachelor of Criminology and Criminal Justice (Honours), and also offers majors in each discipline within the Bachelor of Arts, along with an archaeological science major in the Bachelor of Science. The School manages postgraduate coursework programs in Development Practice, Community Development, Museum Studies, and Heritage Management.

Further information can be accessed on the school’s web site at http://www.social-science.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

Primary Purpose of Position

The Project Assistant provides administrative support for activities undertaken by staff in the Crime & Justice Group within the School of Social Science.

Duties

Duties and responsibilities include, but are not limited to:

Project Support:

- Administration support for research grants and related activities within the Crime and Justice Group, including:
  - Supporting Chief Investigators (CIs) in the preparation of project proposals including organising funding sheets, obtaining information and populating forms, obtaining signatures, and keeping records;
  - In the preparation of contracts, be the interface between CIs and relevant parties within the school, faculty and central university divisions;
  - Assist with proofreading reports, and preparing bibliographies in APA format.
- Assist the Criminology Professor in administrating and monitoring their financial accounts, liaising on a regular basis with the faculty management accountant on behalf of the Professor, providing information and assisting with budget maintenance and meeting financial obligations;
- Maintain updates of information for the Criminology Professor in relevant databases eg eSpace and UQ Researcher Profile, and in their CV;
- Assist in the planning and organisation of workshops and events.
- Support the CIs in maintaining their relationships with international, national and University level stakeholders as required;
- Provide reports and other information resources as appropriate.

Administrative Support

- Update the Key Performance Indicators (KPIs) in the Life Course Centre database as part of the ongoing requirements for this project;
- On behalf of the Criminology Professor, reconcile credit card transactions through the ProMaster system;
• Organise the Professor’s travel online through Serko and liaise with Campus Travel.
• Assist the Criminology Professor in filling in casual appointment forms and submit to School Manager;
• Establish protocols for filing records and develop administrative procedures to support the operations of the Group;
• Provide secretariat support for meetings as required.

Other

• Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987)
• Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956)
• Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities

Reporting Relationships

The position reports to Professor Lorraine Mazerolle.

SELECTION CRITERIA

Essential

• Completion of a Diploma or Cert IV with relevant work experience, or a Cert III with extensive relevant work experience, or an equivalent combination of relevant experience and/or education/training.
• Knowledge and experience in providing administration support for research projects and/or contract grants at a University.
• High-level organisation and time management skills, and the ability to meet deadlines.
• Demonstrated excellent interpersonal, written and verbal communication skills with the ability to deal effectively with people at all levels and to work collaboratively with colleagues.
• Excellent computing skills with
  o Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook)
  o The ability to use systems relevant to this position, and to design and run reports as required.
• Ability to exercise initiative and good judgement, with a commitment to accuracy and attention to detail.

Desirable

• Experience in providing high level administrative support to academic staff, including support for project budget monitoring and maintenance, and organising travel.
- Knowledge of APA (American Psychological Association) referencing style and the ability to proofread and copy edit reports.

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.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au