

POSITION DESCRIPTION

Position Title:	Administration Assistant
Organisation Unit:	UQ Rural Clinical School
Position Number:	3041324
Type of Employment:	Part-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 \$11billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

The University of Queensland's Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of \$330 million of the total \$2.0B UQ budget. The Faculty employs over 1000 of the 6,600 UQ staff total, with a community of more than 4,200 non-salaried academic appointees and around 3,200 students.

The Faculty of Medicine offers Australia's largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinifex Pharmaceuticals led to Australia's largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health genomics and health services. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Children's Health Research Centre (CHRC) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

UQ Rural Clinical School

The University of Queensland Rural Clinical School (UQRCS) vision is to provide world class medical education and research for better rural health outcomes and our mission is to inspire and prepare a well-trained workforce committed to meeting rural healthcare and community needs. We care deeply for our people and actively support a collegial, positive, respectful and ethical team culture. The UQRCS has an annual budget of up to \$10 million provided through the Australian Government's Rural Health Multidisciplinary Training (RHMT) program and has invested in excess of \$20 million in state of the art clinical training and student support facilities. The school has a geographical footprint encompassing the greater part of central and southwestern regional Queensland and has four main clinical training sites based in Bundaberg, Hervey Bay, Rockhampton and Toowoomba, with an extensive network of smaller clinical training locations in rural host communities.

The UQRCS is the rural base for the delivery of the UQ medical program. There is a long tradition of success working in partnership with the Hospital and Health Services and a range of other health service providers to train the Year 3 and 4 medical students. Each year, more than 500 medical students engage with the rural experience through a range of long term (1-2 years) placements or shorter term (4-16 weeks) learning opportunities.

The student experience is characterised by real world, rich and authentic rural learning opportunities with extensive community involvement. A key component of the program is the Mayne Academy of Rural and Remote Medicine placement which is embedded in the MD Program curriculum. The UQRCS pursues the latest innovations in medical education and training and there is a focus on scenario-based training in purpose-built Simulated Learning Environments (SLE) together with Technology Enabled Learning (TEL). Our learning framework supports a more generalist, integrated approach to deliver well-trained, safe and work-ready interns to local training hospitals.

In partnership with the health system, the health care profession (including the Colleges) and education providers, UQRCS and UQ Regional Training Hubs (RTHs) engages with every stage of the rural health learning continuum. The journey starts with learners of rural origin, progresses through undergraduate and pre-vocational training and culminates with contributions to vocational training and continuing professional development in rural and regional areas. The RTH's are funded through the RHMT program and operate in Central Queensland, Wide Bay and Southern Queensland. This is exemplified by the introduction of Regional Medical Pathways where the whole of years 1-4 of the UQ MD Program will be delivered in the Central Queensland/Wide Bay and Darling Downs regions in the next few years.

An expanding research profile focusses on clinical research, epidemiology/population health and rural health workforce. There is a significant component of Indigenous health research, particularly programs designed to translate and improve health outcomes amongst the Indigenous population. Research productivity is evidenced through a successful track record in attracting competitive funding from agencies such as the NHMRC. At least 50 peer-reviewed manuscripts are published each year.

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 primary purpose of the position is to provide general administrative support to the Regional Training Hub Central Queensland. The position will work closely with an internal Regional Training Hub team, including academic and professional staff, and key external partners and stakeholders aiming to build local training capacity and improve the retention of medical graduates to the region.

The position will be located at the UQ Rural Clinical School in Rockhampton.

Duties

Duties and responsibilities include, but are not limited to:

- Provide high level administration support to the Regional Training Hub team of academic and professional staff e.g. coordination and scheduling of stakeholder meetings, document maintenance and development and dissemination of routine correspondence.

- Assistance with travel bookings as per UQ policies
- Maintenance of a comprehensive calendar of events for the Regional Training Hub, incorporating education and training opportunities for junior doctors working collaboratively with the Marketing and Communications Manager to promote events
- Assistance with all organisational elements of the Regional Training Hub's core activities and initiatives
- Assistance with financial administration processes e.g. procurement, processing of invoices, hospitality approvals
- Maintenance of key stakeholder databases and establishment and population of new databases as required
- Assistance with enquiries in relation to the Regional Training Hub, determining priorities, actions and delegation as appropriate
- Provision of administrative support to the Program Manager as required
- Any other duties as reasonably directed by your supervisor

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 Program Manager, Regional Training Hubs.

SELECTION CRITERIA

Essential

- Completion of a Diploma level qualification with relevant work related experience; or completion of a Certificate IV with relevant work experience; or a combination of a post-trades certificate and extensive relevant experience and on the job training; or an equivalent combination of relevant experience and/or education/training
- Demonstrated high level or organisational, record-keeping and time management skills
- Demonstrated experience in the preparation and drafting of correspondence and other material such as minutes
- High level computer skills in a variety of packages
- Demonstrated ability to work independently, and within a team environment, using initiative, judgement and discretion
- Excellent interpersonal skills including the ability to communicate and liaise effectively with diverse groups within and external to the University and work cooperatively with colleagues across the organisational unit and Faculty
- Excellent accuracy, analytical skills and attention to detail
- Ability to maintain confidentiality

Desirable

- Experience in and a commitment to living and working in rural and/or regional Australia
- Knowledge of Tertiary Education sector business practices and processes would be a distinct advantage

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 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.