POSITION DESCRIPTION

Position Title: Executive Assistant to the Head of School
Organisation Unit: School of Civil Engineering
Position Number: 3028640
Type of Employment: Full time, continuing
Classification: HEW 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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was 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://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 School of Civil Engineering is one of the largest schools of its kind in Australia. Located in the state-of-the-art, $135 million Advanced Engineering Building, the School passionately delivers world-leading teaching, research, and service. We aspire to be the civil engineering school of choice for students, staff, industry, and the wider community in the fields of water, environmental, geotechnical, structural and transportation engineering.

Our goal is to foster graduates with the technical and professional skills required to lead the civil engineering profession and we aim to re-engineer civil and environmental research to improve the way communities operate and function.

Our academic staff hail from over 24 countries, are widely published and cited, and have extensive research backgrounds in diverse engineering disciplines including coastal, environmental, fire safety, geotechnical, hydraulics, structural, transport, and water resources. These research strengths attract expert academics and students from around the world and provide industry with consulting expertise, research collaboration and testing facilities.

The School recognises 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. The School has an agreed set of values that include:

1. Respecting each other
2. Embracing equity and diversity
3. Making decisions transparently whenever possible
4. Collaborating across disciplines and universities
5. Supporting each other
6. Being accountable and responsible
7. Seeking first to understand then be understood
8. Making positive and meaningful societal contributions
9. Celebrating achievement.

For more information about the School, please visit: www.civil.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 maintain an efficient and well-organised office for the Head of School (HoS) providing a high-level of administrative and secretarial support to maximise the HoS’s efficiency and effectiveness, and ensure internal and external deadlines for which the Head has responsibility are met.

The Executive Assistant to the HoS will serve as initial point of contact for external and internal clients wishing to engage with HoS. The successful applicant will be required to show initiative and take responsibility for organising action or advice in response to enquiries, anticipating and planning for HoS workload, and monitoring the progress of work.

In addition, the role will provide executive support to several School committees, and the provision of limited administrative support for other senior staff in the School as determined by HoS

Duties

Duties and responsibilities include, but are not limited to -

- Uphold the School’s values, and in particular, respect and maintain the confidentiality of correspondence between the HoS with both internal and external stakeholders
- Manage and prioritise the HoS’s electronic diary including organising/rescheduling meetings, functions and teleconferences
- Prepare for and arrange all necessary commitments for the HoS
- Effective coordination of all meetings and staff retreats including arranging venues, catering, invitations, agendas, monitoring attendance, booking meetings rooms, taking and distributing minutes as required, etc.
- Organise the provision of relevant paperwork and briefing notes prior to and in preparation for meetings; and, taking and distributing minutes in a timely manner as required
- Organise and coordinate complex travel arrangements for the Head of School, including itineraries, airfares, car hire, accommodation, taxis, conference registration, and travel and expenditure acquittals
- Maintain a high level of communication with the HoS clearly outlining the daily schedule, and ensuring that the HoS is briefed on all relevant issues, commitments, and priorities
- Answer and screen all incoming calls to the HoS; redirect calls where appropriate; relay messages efficiently to the HoS; and, initiate action whenever possible/appropriate
- Monitor and prioritise the HoS’s email account and, when appropriate, ensure out of office messages are activated on the HoS’s phone and email
- Seek timely follow-up and resolution of issues as required
- Draft documents and routine correspondence for the HoS’s signature/authorisation
- Maintain an efficient records management system (electronic and paper-based) so that all documentation is readily accessible and up-to-date while maintaining confidentiality
- Coordinate the reconciliation of HoS credit card transactions and expenses
- Maintain various databases for the HoS including business contacts and contracts
• Provide secretarial support to the School Executive Committee and the School’s Industry Advisory Board

• Provide limited executive support to the School Manager as required including assisting with the administration of visiting academics

• Assist with the organisation of interviews for new academic personnel including travel arrangements

• Provide reception coverage during core business opening times (as determined by the School Manager) including phone enquiries, greeting new staff and visitors, and organising and receiving couriers

• Assist with ordering office supplies, stationery, maintenance of photocopies and the distribution of mail

• Coordinate or manage various projects, consistent with the level of appointment, as directed by the Head of School or School Manager

• Any other duties commensurate with the position as reasonably directed by the HoS or School Manager.

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 operationally to the Head of School, and administratively to the School Manager. The position is not required to supervise any other staff.
SELECTION CRITERIA

Essential

- Bachelor degree or an equivalent combination of relevant experience and/or education/training
- Demonstrated experience and skill in providing high-level support to a senior executive in a large, complex organization or university, including the ability to manage complex diary and meeting scheduling, arrange overseas travel and acquittals
- Excellent communication skills both written and oral, including the ability to communicate effectively with people from diverse backgrounds and of varying social status
- Demonstrated high level organisational and time management skills that enable the appointee to prioritise and manage competing tasks; set and keep deadlines; and, keep track of work as it progresses through multiple stages, whilst maintaining effectiveness, accuracy and attention to detail
- Highly developed computer skills and experience with the full MS Office suite of programs and with a willingness to learn other relevant software as necessary
- Ability to exercise initiative, to work both independently and as part of a team in a flexible and changing environment
- Sound problem-solving skills with a proven ability to exercise judgement, tact, discretion and sensitivity in situations of a confidential and sensitive nature
- A high level of motivation and dedication to undertaking one’s work with a courteous, friendly client-oriented outlook
- Ability to learn and respond to the changing need of the role and willingness to undertake new activities as the need arises.

Desirable

- Broad knowledge of the policies and procedures of The University of Queensland, or the ability to gain such knowledge rapidly
- Knowledge of the University’s corporate information systems (e.g. UniFi, Aurion, UQ Reportal, EMS ProMaster, etc.) or the ability to rapidly gain such knowledge.

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 job advertisement.