POSITION DESCRIPTION

Position Title: Facilities and Operations Officer
Organisation Unit: School of Psychology
Position Number: 3024414
Type of Employment: Full time, fixed term for 12 months
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 (65). 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://uniqest.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.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
School of Psychology

The School of Psychology is one of the most prestigious schools of psychology in Australia, and its strong reputation is built on excellence in both research and teaching. The School has thriving and dynamic research profiles in almost all areas of psychology, and is able to attract visitors from overseas and other institutions in Australia. It possesses good links, often through cross-appointed staff, with other schools in the University, thus creating opportunities for interdisciplinary collaborative research.

Details of the research interests of academic staff may be accessed on the School’s web site at [www.psy.uq.edu.au](http://www.psy.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](http://www.uq.edu.au/current-staff/working-at-uq).

DUTY STATEMENT

Primary Purpose of Position

The role of Facilities & Operations Officer coordinates the maintenance of facilities and other resources within the School and oversees the School’s reception and general administrative staff. The role also acts as the School’s Workplace Health and Safety Coordinator.

Duties

Duties and responsibilities include, but are not limited to:

Facilities and Operations

- Coordinate management of office and laboratory equipment in consultation with School staff and the Faculty OH&S and Facilities Manager.
- Request repairs, maintenance, alterations and improvements to clinic, laboratory and office equipment, maintaining a register of scheduled maintenance where necessary.
- Liaise with School staff and representatives from Properties & Facilities regarding cleaning and maintenance issues.
• Instigate and coordinate minor works funding requests for consideration by Properties & Facilities, in consultation with the School Manager.
• Assist with matters related to project refurbishments, including signage, furniture requirements and contractor management.
• Monitor the use of space and equipment associated with the School’s meeting rooms and research laboratories, ensure safety requirements are met and identify future needs (including IT needs) in conjunction with School staff.
• Ensure equipment purchased by the School meets electrical safety guidelines.
• Coordinate the annual asset stocktake.
• In conjunction with the School Manager and the Head of School, assist with space planning, annual audit returns, allocation of space to staff and students and ensuring use of space is recorded through UQ corporate systems.
• In conjunction with the School Manager, assist with the annual insurance audit, requests for information from parties outside of the School and other compliance activities related to space, facilities and equipment.
• Oversee coordination of security matters, including the monitoring of key and swipe card access, acting as the School’s key custodian.
• Act as the main point of contact for ITS staff within the School, familiarising ITS staff with local requirements, coordinate and track replacement schedules for new computers, oversee ordering of IT equipment undertaken by Administrative Assistants.

Occupational Health and Safety

• Liaise with the Faculty OHS Manager to provide advice to the Head of School and School Manager on responsibilities under the Workplace Health & Safety Act and ensure compliance on the overall state of health and safety in the School.
• Provide advice and support where required on all OH&S School activities, seeking assistance from Faculty OH&S staff where necessary.
• Act as the first point of contact with academic and professional staff and students using laboratory facilities to ensure the School is compliant with OH&S requirements.
• Ensure all OH&S documentation is up to date for auditing requirements and ensure adequate record-keeping as required under the Act including OH&S Management Plans, Emergency Evacuation Plans and related OH&S documentation.
• Maintain Emergency Evacuation Procedure cards and plans for all locations across the School.
• In consultation with Faculty WHS, make recommendations for School procedural changes to ensure compliance with OH&S auditing requirements.
Coordinate the School’s Incident, Illness & Injury reporting system and provide advice as required.

Coordinate Hazard Reporting processes and suggest and implement appropriate risk control measures.

Provide assistance to staff on the requirements to conduct risk assessments of laboratories and research projects in accordance with current legislative requirements.

Assist staff using the UQSafe risk management database and identify schools activities requiring risk assessments, reporting serious incidents to the School Manager and Faculty OH&S and Facilities Manager.

Assist with incident investigations in conjunction with School Manager and the Faculty OH&S and Facilities Manager.

Assist School Manager and Faculty OHS Manager with reviewing School procedures to identify gaps in compliance.

Be the first point of contact for workplace audits organised by the OH&S Unit.

Carry out annual OHS workplace inspection on clinics, workshops and offices

Conduct local inductions for all new staff, visitor, volunteers and students

Conduct Workplace Telecommuting Assessments and follow up reports for all areas.

Act as the first point of contact for initial ergonomic assessments. Refer to University OHS as required.

Attend Faculty OH&S Committee and OH&S Forum as the School representative.

Assist other Schools in the Faculty of Health and Behavioural Sciences in relation to OH&S Matters as directed by the Faculty OH&S and Facilities Manager.

Staff Supervision

Supervise Administrative Assistants (located at School reception), including training and dissemination of information relating to relevant policies and procedures.

Contribute to the recruitment and the day-to-day management of staff within the team, including performance management and review processes, workload and annual leave planning, training and development activities.

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 School Manager, School of Psychology (with dotted line reporting to the Faculty OH&S and Facilities Manager) and supervises a small team of Administrative Assistants (2 FTE).

**SELECTION CRITERIA**

*Essential*

- Completion of an advanced diploma qualification and at least one year’s subsequent relevant work experience, or an equivalent combination of relevant experience and/or training.
- Sound knowledge and understanding of workplace health & safety and risk assessment principles and how they apply to offices, clinics, research centres and laboratories.
- Ability to interpret and apply policies and procedures, particularly as they relate to facilities, operations and workplace health and safety in a teaching and research context.
- Knowledge of and experience with a range of computer applications, including Microsoft Office suite and systems for facilities management, risk management and incident reporting, or the ability to rapidly acquire this knowledge.
- Demonstrated ability to conduct and document risk assessments, and provide advice on mitigating risks.
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person.
- Ability to prioritise own workload, work independently and meet deadlines.
- Excellent organisational skills and the ability to prioritise tasks, and to work with accuracy and attention to detail.
Initiative, flexibility and willingness to work across a range of activities, be adaptable to change and to find creative solutions to problems.

Desirable

- Relevant experience working in a university or other large organisation.
- Current First Aid Certificate and CPR qualification, or willingness to obtain them.

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 Lloyd Swift, HR Advisor, HABS Faculty on habs-hr-advisory@uq.edu.au