POSITION DESCRIPTION

Position Title: Executive Coordinator
Organisation Unit: Faculty of Business, Economics & Law
Position Number: 1258243
Type of Employment: Full Time, Continuing Appointment
Classification: HEW Level 6

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://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 Business, Economics and Law (BEL) incorporates three schools – UQ Business School, the School of Economics and the TC Beirne School of Law – and two research centres – the Australian Institute for Business and Economics (AIBE) and the Centre for the Business and Economics of Health (CBEH).

With more than 450 staff and 12,000 enrolled students, including 5600 international students, the BEL Faculty is UQ’s largest.

The Faculty offers a wide range of undergraduate and postgraduate programs at the St Lucia campus. It also operates UQ Brisbane City, the University’s newest site in the heart of the Brisbane CBD. Home to students and professionals from select postgraduate programs and UQ Executive Education courses, UQ Brisbane City is a unique space where students, alumni, industry and government can create, connect and innovate.

The Faculty’s high-achieving students are taught by leaders in their fields, many of whom are renowned researchers and consultants to companies around the globe. Students can also connect with the Faculty’s award-winning Student Employability Team to increase their employability, access opportunities and manage their careers.

The Faculty boasts a global, tight-knit alumni network of more than 67,000. BEL alumni hold leadership positions in the private sector, in government and with not-for-profit organisations worldwide.

To learn more about the BEL Faculty, please visit https://bel.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

The primary purpose of the Executive Coordinator role is to provide high level executive support to the Executive Dean, subsequently ensuring the smooth operations of the Office of the Executive Dean, Faculty of Business, Economics & Law.

Key Responsibilities

Duties and responsibilities include, but are not limited to:

1. Provide high level executive support to the Executive Dean, including diary management, book meetings and appointments, screen and refer enquiries and visitors, compose correspondence and manage and track incoming and outgoing correspondence.
2. Coordinate the Executive Dean’s local, domestic and overseas travel, including booking flights, accommodation, transfers, conference registrations, hospitality and other travel arrangements.

3. Undertake financial settlements on behalf of the Executive Dean, including preparing receipts, reconciling the corporate card, undertaking statutory declarations and payment of pre-approved invoices.

4. Provide administrative support to Executive Dean led committees, including the creation and distribution of the agenda, booking the venue, sending electronic calendar invites to attendees, managing committee records, and creation and distribution of minutes.

5. Direct events on behalf of the Executive Dean, including creating a guest list, developing the event programme, booking the venue and catering, distributing invitations, creating name tags and tickets and issuing the event run sheet.

6. Support the Deputy Executive Dean in managing their diary, travel, corporate cards and events.

7. Manage the daily undertakings, workflow and performance of the Administrative Assistant/Receptionist.

8. Other duties as directed by the Executive Dean.

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 Executive Dean, Faculty of Business, Economics and Law and supervises the Administrative Assistant, Faculty of Business, Economics & Law.
SELECTION CRITERIA

1. Undergraduate qualifications in business administration or a similar field, coupled with experience in providing executive support to senior staff, particularly within a tertiary institution or equivalent organisation; or an equivalent combination of experience and/or education/training.
2. Proven experience in coordinating and booking complex and high volume local, domestic and international travel.
3. Demonstrated skill in undertaking financial settlements on behalf of senior staff.
4. Strong capability in providing administrative assistance to committees on at an executive support level.
5. Substantial experience in undertaking supplementary duties in relation to events run by senior staff.
6. Proven capability to work across different environments and varying management levels.
7. Demonstrated ability to supervise administrative staff workflows, performance and leave.

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 Brett Pelttari, HR Services Officer (hr@bel.uq.edu.au)