POSITION DESCRIPTION

Position Title: Executive Assistant
Organisation Unit: School of Health and Rehabilitation Sciences
Position Number: 1038289
Type of Employment: Continuing
Classification: HEW 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.

**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 preventative health and behaviour change. Furthermore, the new Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the University.

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement & Nutrition Sciences
- School of Nursing, Midwifery & Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research
- Centre of National Research on Disability and Rehabilitation Medicine
- National Research Centre for Environmental Toxicology
- RECOVER Injury

**School of Health and Rehabilitation Sciences**

The School of Health and Rehabilitation Sciences at The University of Queensland was established in 1994 with the constituent disciplines in the School are Audiology, Occupational Therapy, Physiotherapy and Speech Pathology. Undergraduate programs are available in Occupational Therapy, Physiotherapy and Speech Pathology with graduate entry programs available in all disciplines. Postgraduate coursework and higher degree research programs are offered within the School. Each of the undergraduate degree programs is of four years’ duration and includes both preclinical and clinical study offered in an integrated way. All our programs place considerable emphasis on problem solving and diagnostic decision-making and students are guided in the processes of systematic and holistic assessment and the selection and effective implementation of management approaches. Each discipline prepares students to operate within the health, education and related systems and to contribute meaningfully to team efforts. Teaching to multidisciplinary groups within the School paves the way for interdisciplinary involvement in client care and interdisciplinary research.

All disciplines within the School of Health and Rehabilitation Sciences are active in research and are making significant contributions to the advancement of knowledge in their professions. Students within the School of Health and Rehabilitation Sciences gain supervised professional experience as part of their academic program and on completion of their degree, graduates are ready for immediate entry to their profession.

Further details about the School and its activities may be accessed on the School’s web site at http://www.shrs.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**

This position is responsible for a range of activities related to the efficient operation of the School which include provision of high level executive, administrative and project support to the Head of School, Deputy Head and School Manager to support them in carrying out their organisational responsibilities. This position will be the first point of contact for incoming Head of School communications and will coordinate the required outcomes and manage information flows through liaison with staff within the School and organisational units and stakeholders within and outside of UQ.

**Duties**

Duties and responsibilities include, but are not limited to:

**Executive Support**

- Receive, analyse and act on all incoming correspondence for the Head of School’s office (Head, Deputy Head and School Manager). Prepare draft responses through liaison with relevant staff, other organisational units and external stakeholders, researching policy and processes as required, and negotiating resolutions or solutions with relevant staff. Ensure final responses are delivered within deadlines and records are maintained appropriately.

- Manage the workflow for all requests and submissions that require approvals from the Head of School’s Office.

- Coordinate and maintain calendars, including scheduling and prioritising meetings/appointments with a range of internal and external parties. Calendar management includes coordination of meeting papers and attachments to ensure that staff are prepared.

- Prepare presentations and other documents as required, including sourcing and collating information and layout design using corporate standards.

- Organisation and coordination of domestic and international travel, including researching the best travel options, preparing travel paperwork, processing travel finalisations and reconciliation of expense claims. This also includes arranging travel for senior visiting staff as required.

- Coordinate operations and support services for the Executive office, such as stationery orders, hospitality and events, and liaison with central service units.

- Assist with data updates such as the Head of School’s publications for inclusion in the bibliographic record (collate and update the Head of School’s publication record in eSpace) and update the Head of School’s portfolio and maintain records of Head of School’s publications.
Other duties as assigned, consistent with the level of appointment in the relevant job family.

**General Administrative and Operations Support**

- Manage the School's official records in compliance with University and State Government policies. Maintain effective registers, filing systems and procedures and utilise School, University and commercial offsite storage.

- Manage administrative processes related to HR and Finance functions, such as recruitment / interview support, SSP submissions, annual academic performance appraisals, occupational trainee and academic titleholder appointments, operational consequences of staff movements and timely reminders to staff about related processes.

- Undertake secretariat support (currently to the Senior Executive Committee and School meetings) including scheduling meetings, agenda preparation, minutes and actions.

- Ensure that the SHRS website content is current for the pages that fall under this position’s responsibility.

- Undertake event coordination for major school events including sourcing of venues, catering, liaison with Protocol, liaising with external organisations and relevant stakeholders as required.

- Use the University’s corporate applications to purchase office supplies and reconcile the Head of School's credit card in accordance with University policy.

- Maintain Archibus data including Personnel and Occupancy modules and annual space validation audit.

- Facilitate good corporate communications by maintaining and auditing email groups.

- Support School operations through arranging the School's telephone works requests, involvement in building access management (siPass and keys), contribution to minor works management. Provide backup to Operations staff during periods of leave.

- Create, revise and maintain Standard Operating Procedures relating to this position.

**Travel and Out of Hours work**

- Attendance at programs, functions or to work on projects outside normal business hours may be required very occasionally.

**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 Health and Rehabilitation Sciences.
SELECTION CRITERIA

**Essential**

- Completion of an undergraduate degree or completion of an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in managing multiple calendars, ability to prioritise meetings and other deadlines with regard to the daily, weekly and long term schedules.
- Demonstrated organisational, planning, prioritising, record-keeping and time management skills to ensure all deadlines are met.
- A sound understanding of administration procedures, organisational structures and functions within a University or similar environment, or the ability to rapidly acquire such knowledge.
- Demonstrated capacity to undertake administrative work to a high standard with a high level of attention to detail.
- High-level of literacy and advanced user skills in IT applications that support the daily work environment such as the MS Office Suite of products and internet usage.
- Ability to represent the School in a professional manner.
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person.
- Ability to exercise initiative, judgment, confidentiality and working independently within a framework and guidelines established by the Head of School and School Manager.
- Capacity to analyse problems and take part in formulating solutions including the ability to review work practices and update procedures and processes, and adaptability to change.

**Desirable**

- Work experience in a similar organisation (government, education etc.).

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