POSITION DESCRIPTION

Position Title: Administrative Officer
Organisation Unit: Centre for Health Services Research
Position Number: 3035783
Type of Employment: Full time, Fixed Term for 2 years
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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim going forward.

**Faculty of Medicine**

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 almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

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 and genomics. 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 Centre for Children’s Health Research (CCHR) 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](http://www.medicine.uq.edu.au).

**Centre for Health Services Research**

The Centre for Health Services Research (CHSR), in the Faculty of Medicine, aspires to be a world class Centre of innovation and excellence in research that advances health services and systems.

The UQ CHSR was established in early 2017 by the Faculty of Medicine. The Centre was formed in response to an identified need to develop a broader platform of health services research in the Faculty of Medicine, harnessing the significant track record and achievements of three Foundation programs – the Australian Kidney Trials Network, the Centre for Online Health and the Centre for Research in Geriatric Medicine.
The Centre now comprises of three programs of work Telehealth, Ageing and Geriatric Medicine and Kidney Medicine. In addition, the CHSR has a team of experts in the fields of health economics, biostatistics, informatics, and behavioural sciences who are dedicated to improving health systems and care.

**Telehealth Program (incorporating the Centre for Online Health)**

The Telehealth program is a research, teaching and service provider whose overall goal is to research and develop best practice models in online health care that are applicable to Australia and other countries. Since the Centre for Online Health (COH) was established in 1999, the Centre has become the focus for a multi-disciplinary group of academics with an established reputation for research and teaching excellence in the field of online health and e-Healthcare. Research within the Telehealth program aims to produce high-quality evidence on the feasibility, efficacy, effectiveness and economics of telehealth. The Centre also has an interest in improving the methodological rigour that is used in the assessment of telehealth services. More information on the Centre’s activities can be found on the COH web site at https://coh.centre.uq.edu.au/.

The COH leads the world in peer-reviewed telehealth publications and lists UQ with almost twice the number of publications of any university worldwide. For the study of telehealth and telemedicine, the research environment provided by the COH is unrivalled within Australia.

**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 position will undertake a range of tasks encompassing provision of administrative assistance and support to the Program Lead of the Telehealth Program and the wider team of the Centre for Health Services Research.

**Duties**

Duties and responsibilities include, but are not limited to:

**Administrative tasks:**

- General office duties associated with secretarial support to an academic staff member, including and updating endnote and website content.
- Function as the initial point of contact for enquiries and correspondence for the Centre.
- Maintain the Telehealth Program Lead calendar, including reminders and the organisation of meeting papers, speaking arrangements and research commitments.
- Refer enquiries and correspondence, for action or advice, to relevant staff members and seek timely follow-up.
- Arrange purchases for general office function and hospitality, liaising with the Faculty of Medicine finance team.
• Assist with travel coordination for members of the Centre - lodging travel requests, reconciling travel statements, booking flights and accommodation.

• Organise staff meetings, to include agenda distribution and minute taking.

• General office finance reporting and administration, including reimbursements, petty cash, cab vouchers.

• Organise seminars and events as required, including liaison with key contacts and guest speakers.

• Assist with promotions and marketing for Centre related activities.

• Other general office or support for the Centre for Health Services Research as required.

**Other**
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• 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 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 Vicki Hobson-Green, Centre Manager of the Centre for Health Services Research.

**Location**
The position will be based at the CHSR located at the Princess Alexandra Hospital, Woolloongabba.

**SELECTION CRITERIA**

*Essential*

• Bachelor degree in a health or research related discipline.

• Strong skills in the use of core office software applications (e.g., Microsoft Word, PowerPoint and Excel).

• Experience in providing administrative support to a team, including arranging travel and financial reconciliation.

• Excellent written and verbal communication skills.

• Excellent organisational and time management skills, including the ability to manage
competing tasks.

- Ability to work both collaboratively and independently with commitment to efficient teamwork.
- Flexible and adaptable to accommodate busy periods.

**Desirable**

- Experience in Drupal and Endnote.
- Administrative experience in a research environment.
- Experience in a personal assistant role.
- Career interest in telehealth or a health-related field.

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.