

POSITION DESCRIPTION

Position Title:	Executive Assistant
Organisation Unit:	Institute for Teaching and Learning Innovation (ITaLI)
Position Number:	TBC
Type of Employment:	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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$1.75 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://uniquet.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 Institute for Teaching and Learning Innovation (ITaLI) is taking a leading role in teaching and learning, professional education and innovation. ITaLI is an integrated teaching, research and service delivery centre for teaching and learning practices at UQ. ITaLI seeks to establish and maintain a flexible operating structure to drive and support innovation and excellence for these activities.

ITaLI provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics, and aims to transform teaching and learning across the University through the delivery of faculty and executive prioritised, teaching and learning projects and services, including support to deliver UQ's Student Strategy. ITaLI addresses critical areas of unmet need in teaching and learning by bridging the gap between the exponentially-expanding discipline of higher education teaching and the increasing complexity of teaching to assist University teaching staff and improve the learning experience of students.

Information about ITaLI may be accessed on the Institute's web site at www.itali.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 Executive Assistant provides administrative support and executive assistance to the Institute for Teaching and Learning Innovation by contributing to the effective and efficient operation of the Institute's administrative activities in a confidential and professional manner. In particular, this position supports the Director and the Deputy Directors (Strategy and Operations and Digital Learning).

This role provides relief for the ITaLI Customer Service Assistant (including Reception) during planned and unplanned leave.

Duties

Duties and responsibilities include, but are not limited to:

- Provide administrative support, including drafting and distributing relevant correspondence;
- Write drafts and manage submission deadlines for reports, presentations, references, awards and nominations;
- Proactively manage, coordinate and maintain e-mail accounts, taking appropriate action where necessary as well as managing and tracking incoming and outgoing emails;
- High level diary management;

- End-to-end travel management for members of the ITaLI Executive Committee, including scheduling, gaining approvals, booking and coordinating payment, visa applications, printing and collating supporting information, and post-travel reporting requirements;
- Prepare and review forms and documents for the approval of supervisors, managers and members of the Executive Committee (as required) to complete operational processes including Research, Governance, HR and Finance processes;
- Assist in the collation of planning documentation such as operational plans, strategic plans, workforce plans, financial forecasts and budgets;
- Financial reconciliations including invoices, expenses, credit cards and cab charges;
- Administrative support related to staff appraisals, meetings or event preparation, including room bookings, room setup, parking and catering;
- Manage enquiries from the community by screening and referral to appropriate personnel;
- Maintain effective records and archive management systems;
- Proactively screen the relevant Executive from unnecessary interruptions and use discretion to redirect enquiries as necessary, whilst maintaining a high level of professionalism and confidentiality;
- Administrative support for official visitors and students;
- Secretariat duties for meetings and committees, including scheduling, drafting and circulating agendas, preparing and distributing meeting documentation, taking minutes, and coordinating follow-up reporting requirements;
- Provision of relief for the Customer Service Assistant (including Reception) and General Administration Officer during planned and unplanned leave; and
- Any other duties as reasonably directed by your supervisor.

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
- 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 Director, ITaLI.

SELECTION CRITERIA

Essential

- Degree with subsequent Executive Assistant experience or extensive Executive Assistant experience; or an equivalent combination of relevant experience or education/training and experience.
- Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines, including an ability to support other members of a team to meet

objectives.

- Highly developed written and verbal communication skills, including report writing, with excellent attention to detail and the ability to synthesise complex information in the production of documents.
- High level of computer competency, including the ability to use databases, Microsoft Office suite of programs, email, and the Internet.
- Strong client service focus.
- Excellent interpersonal skills including the ability to communicate effectively with colleagues by telephone, email and in person.

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.