POSITION DESCRIPTION

Position Title: Administrative Assistant, Clinical Education Unit (CEU)
Organisation Unit: School of Health and Rehabilitation Sciences
Position Number: 3007529
Type of Employment: Full Time, Fixed term until 6 September 2019 (a job share arrangement may be considered)
Classification: HEW Level 4

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://unquest.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
School of Health and Rehabilitation Sciences

The School of Health and Rehabilitation Sciences was established in 1994. The constituent disciplines of 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. Each discipline also offers a number of postgraduate coursework and higher degree research programs. Each of the undergraduate degree programs is of four years’ duration and includes both preclinical and clinical study offered in an integrated way. Except for the Audiology Program, the graduate entry programs are accelerated programs completed over five to six semesters.

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.

The Clinical Education Unit

The Clinical Education Unit (CEU) is a dynamic inter-professional unit of eight professional staff who support academic clinical practice requirements for students enrolled in the School. The team is responsible for the development and support of clinical education opportunities for students as well as the large number of professional practice educators who provide learning opportunities to our students. The Unit comprises one Administration Assistant and the Senior Administration Officer who provide administration support to six Clinical Education Liaison Managers (CELMs).
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 Administrative Assistant, CEU supports the operational needs of the Clinical Education Unit (CEU) and engages in a range of administrative processes related to clinical practice requirements for students in the School of Health and Rehabilitation Sciences. The position requires working closely with the CELMs, under the supervision of the Senior Administration Officer, within the framework of an annual placement schedule.

Duties

Duties and responsibilities include, but are not limited to:

• To provide a range of accurate and timely administrative duties that support the operational needs of the CEU including routine communications with a range of stakeholders, the preparation and distribution of resources, forms, surveys and evaluations, and information gathering for web pages, newsletters and the like.
• Provide, enter and monitor a wide range of clinical placement information utilising available UQ corporate systems such as SI-Net (PeopleSoft), Blackboard and TRIM, various electronic assessment tools and corporate systems of our external partners.
• Respond to enquiries in a timely and helpful manner from all internal and external stakeholders such as students, clinical educators and academic staff and escalate relevant enquiries where required.
• Engage as appropriate with the Student Academic Support Unit (SASU) to facilitate student compliance with relevant University policies and Program requirements.
• To support the delivery of CEU events such as clinical education workshops and other briefing sessions by assisting with production of course materials, enrolment monitoring, and event scheduling.
• Undertake a range of office and administrative duties such as ordering stationery, preparing mail outs, photocopying and filing of student placement materials.
• Provide occasional secretarial support for relevant School meetings when required.
• Other duties that support the needs of the academic clinical practice requirements and the CELMs.
• Cross coverage of duties to other teams in the School that fit with the job family and classification of this position.

**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 Team Leader, CEU Placements Support, School of Health and Rehabilitation Sciences.

**SELECTION CRITERIA**

**Essential**

• Completion of a diploma level qualification or Certificate IV with relevant work related experience, or an equivalent combination of relevant experience and/or education/training.
• Demonstrated ability to use multiple IT systems, such as the Microsoft Office suite, internet-based technologies and database management software to process a high volume of administrative work to deadlines.
• Sound knowledge of University policy and procedures in areas relevant to student administration or the ability to rapidly acquire such knowledge.
• High level of interpersonal and communication skills with demonstrated commitment to and enthusiasm for the provision of excellent client service, and the ability to represent the University and the School in a positive way.
• Demonstrated ability to work effectively in a team environment where administrative based work and tasks are shared responsibilities.
• Ability to prioritise own workload, work independently and meet deadlines.
• Have good judgement to differentiate between matters which can be dealt with routinely and those requiring involvement from a more senior or specialised administrator.
• The ability to work effectively in a changing environment and contribute to administrative process improvements.

Desirable

• Previous exposure to University of Queensland corporate systems; SI-Net (PeopleSoft), Blackboard and Business Objects.
• Experience with administration and organisation of events.

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, Faculty of Health and Behavioural Sciences at habs-hr-advisory@uq.edu.au.