POSITION DESCRIPTION

Position Title:     Executive Assistant
Organisation Unit: School of Agriculture and Food Sciences
Position Number:  3023530
Type of Employment: Full-time, Fixed term
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://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 Science is an internationally recognised provider of world class education and research. A research-intensive Faculty, with a gross budget in excess of $300M, employs approximately 1,500 continuing and fixed-term staff and teach around 6,000 full-time equivalent coursework students (EFTSL).

The Faculty teaches agriculture, biology, chemistry, earth sciences, food science, geography, marine science, mathematics, physics, planning, both environmental sciences and management and veterinary science, to undergraduate and postgraduate coursework students enrolled in a range of degree programs including science, engineering and health and medicine. The Faculty provides the community with the next generation of professionals and graduates who are sufficiently scientifically literate and numerate to be effective in understanding, managing and addressing complex problems, including those in energy, food supply, health, environment and sustainability.

Research conducted in the Faculty of Science includes fundamental research across a wide range of scientific disciplines and a vibrant portfolio of applied research, well linked to industry and government, particularly in its areas of Agriculture and Food Sciences, Geography and Earth Sciences, Ecology and Environment, and Veterinary Sciences.

The Faculty comprises six Schools: Biological Sciences, Earth and Environmental Sciences, Agriculture and Food Sciences, Chemistry and Molecular Biosciences, Mathematics and Physics, and Veterinary Science.

School of Agriculture and Food Sciences

The School of Agriculture and Food Sciences is Australia’s most diversified agriculture research and teaching School, comprising research and teaching experts in agribusiness and the science disciplines of animals and wildlife, plants and soil sciences, food and nutrition science. With nearly 350 staff, 300 higher degree research students and over $35 million in operating and research income, the School has helped UQ to become recognised as the world’s top ranked tropical agriculture university, and the leading agriculture university in Australia.

Located at St Lucia and Gatton, the School is a large and dynamic multidisciplinary hub focused on applied research and teaching within the Faculty of Science committed to finding innovative and technology focussed solutions to global challenges. The School offers a range of undergraduate postgraduate coursework and research degrees encompassing agriculture and related disciplines ranging from Bachelor Degree to Doctorate.

With a diverse group of internationally regarded scientists, the School hosts six research concentrations, of which three are aligned with the Queensland Alliance for Agriculture and Food Innovation – a joint initiative between The University of Queensland and the Queensland State Government. Quality laboratories and facilities and strong partnerships with industry, community and government bodies, provide an environment that enables
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

To provide a high standard of executive assistance and administrative support to the Head of School and undertake specific administrative tasks relevant to the School’s operations under the guidance of the School Manager.

The School is based at St Lucia and Gatton. The position is based at St Lucia and the incumbent will be required to work at the Gatton campus depending on the requirements of the Head of School.

Duties

Duties and responsibilities include, but are not limited to:

Executive support

- Provide high level support to the Head of School, including diary management, travel arrangements and reconciliation of expenses to ensure the effective and orderly running of the office. As a first point of contact, ensure all matters are handled in a responsive, diplomatic and confidential manner.
- Liaise extensively and assist to build relationships on behalf of the Head of School, both within the University and with external stakeholders and industry.
- Manage and administer projects ensuring effective information flow and collaboration and providing project management support.
- Support nominated meetings as required, ensuring timely processing of documents.
- Provide support to the Head of School as decision maker in matters of student integrity, liaise with the Integrity Office and Student Complaints and Grievance Resolution Unit.
- Draft and assist with the development of a variety of written documents, presentations and information resources for various audiences.
- Assess incoming communications and emails and refer for action or advice to relevant staff members on behalf of the Head of School, and seek timely follow up and resolution of issues as required.
- Support a range of School processes such as academic staff appraisals, leave applications and travel requests in conjunction with the discipline administration officers.
- Support the Deputy Heads of School, particularly when Acting Head, and provide administrative support to the school management team as required.
• Participate in projects associated with improvements to administrative practices in the School.

• Contribute to the efficient and effective operation of the School by participating in professional development initiatives, and in regular meetings and working groups within the School. Actively participate in Faculty and University training, information sessions and networking forums.

Communications

• Maintain timely publication of the weekly School Bulletin, communicate and promote School achievements, news and events and seek out opportunities for enhanced publicity where appropriate.

• Regular maintenance of School website, using best practice principles to ensure accuracy and relevance of publishing information.

• Support and contribute to an integrated, cohesive culture across the School.

• Assist in the planning and coordination of functions and workshops sponsored by the School.

• Manage and monitor the School’s publication collection and reporting.

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

This position has a dual reporting line to the Head of School and School Manager.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree in business administration, or related field; or an equivalent combination of relevant experience and/or education/training.

- Demonstrated administrative skills, including experience in providing support to a senior executive in a large, complex and changing organisation.

- Excellent written and verbal communication skills, including the ability to write communications for diverse audiences.

- Excellent interpersonal skills, including the ability to communicate effectively and respectfully with diverse groups within and external to the School.

- Highly developed computer skills and experience with the full MS Office suite of programs.

- Proven ability to handle and maintain workplace confidentiality and exercise initiative and judgement.

- Excellent organisational and time management skills with the ability to prioritise competing work demands, and work independently and consistently while under pressure to meet deadlines.

- Demonstrated attention to detail, accuracy and analytical skills.

- Knowledge of University organisational structures, policies and procedures or the ability to rapidly gain such knowledge would be desirable.

- Knowledge of the University’s corporate information systems (e.g. UniFi, Aurion, UQ Reportal, EMS ProMaster, etc.) or the ability to rapidly gain such knowledge would be highly regarded.

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 ad.