

POSITION DESCRIPTION

Position Title:	Administration Officer
Organisation Unit:	School of Health and Rehabilitation Sciences
Position Number:	NEW
Type of Employment:	Part time (0.5 FTE), Fixed term for 18 months
Classification:	Professional HEW Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) is one of Australia's leading research and teaching institutions. For more than a century, we have been bringing together outstanding educators, researchers and innovators – across a range of disciplines – to inspire the next generation and to advance ideas that can benefit the world.

Today, UQ is [ranked among the world's leading universities](#) and we are consistently recognised as one of the top 5 universities in Australia.

Each year, we teach around 55,000 students across 6 faculties, located at our 3 beautiful campuses at St Lucia, Herston and Gatton – as well as online. We aspire to broaden the knowledge and skills of these students, so that they're equipped to achieve their professional goals and make a positive contribution to our society, and the world.

The University is also home to 8 research institutes and more than 100 separate research centres with an interdisciplinary community of more than 1500 researchers, who have come to UQ from all over the globe. This outstanding community of researchers is continuing to build upon UQ's long and proud tradition of discovery science, invention, innovation, translation and commercialisation.

At UQ, we recognise that our people are our greatest asset. As such, we seek to recruit innovative people who are passionate about helping us to advance our mission and broaden our impact.

Our culture is built on the things that we value most highly – the pursuit of excellence; creative and independent thinking; honesty and accountability; mutual respect and diversity; and providing support for our people. Through the promotion of these values, we're creating a culture that encourages our people to bring their very best, authentic self when they come to work at UQ.

Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a world-class Faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty presently consists of:

- 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
- National Centre for Youth Substance Use Research (NCYSUR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- POCHE Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at habs.uq.edu.au.

The School of Health and Rehabilitation Sciences

The School of Health and Rehabilitation Sciences includes the professional disciplines of 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. Students gain supervised professional experience as part of their academic program and graduates are ready for immediate entry to their profession on completion of their degree. Each of the undergraduate degree programs is of four years' duration and includes both preclinical and clinical study offered in an integrated way. All of 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 teams. There is an emphasis on interprofessional education and research in the School.

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. The School offers Higher Degree Research programs in all disciplines. Further details about the School and its activities may be accessed on the School's website at <https://shrs.uq.edu.au>.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

The overall purpose of this position is to support the research activities of the Queensland Aphasia Research Centre (QARC) through administrative support, providing professional support and advice to the Centre Director and academic and professional staff.

This position is physically based at the Queensland Aphasia Research Centre (QARC) at Herston, within the Surgical, Treatment and Rehabilitation Service (STARS).

QARC is a UQ Centre based at the Surgical, Treatment and Rehabilitation Services (STARS) in partnership with the Metro North Hospital and Health Service. QARC is dedicated to optimising the lives of people living with aphasia through research, service, and partnerships. It is the first of its kind in Australia. QARC will conduct groundbreaking research and deliver innovative services and support for people living with aphasia, their family members and friends. It will support clinicians in aphasia rehabilitation through the delivery of training and the development of clinical tools and resources.

Duties

The duties and responsibilities include, but are not limited to:

- Provide executive administrative support, including but not limited to, preparing agendas and minutes for meetings, calendar scheduling and room bookings.
- Organise all administrative and logistical aspects of events for staff and students.
- Assist maintenance of the Centre's websites and promotional activities, including assisting in data analysis and reporting for website and stakeholder engagement.
- Assist with organising, collating and drafting of the bi-annual newsletter, developing and maintaining Centre templates and assist in the development and printing of any special media on a needs basis.
- Support maintenance of internal databases for both research tracking, and general office operation.
- Maintain and complete transactional financial activities for office consumables, research equipment, IT and special item orders.
- Coordinate office spacing matters and maintain storage register for office consumables and study equipment.
- Act as a point of contact for QARC: responding to, resolving or escalating enquiries from staff, liaising with University of Queensland and Metro North stakeholders in relation to QARC matters as required.
- Assist chief investigators of research projects with ethics submissions and data cleaning and entering and updating data.
- 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/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 Director of the Queensland Aphasia Research Centre, School of Health and Rehabilitation Sciences.

SELECTION CRITERIA

Essential

- Completion of an undergraduate degree; or diploma qualification with relevant subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in management of diaries, including scheduling of meetings and appointments, production of agendas and minute taking.
- Experience and proficiency in the use of a wide range of computer applications in a network environment (particularly Microsoft Excel) for development and maintenance of equipment databases, staff directories, and record keeping.
- Experience, or ability to rapidly gain skills, in University systems and other software, including UniFi, MyBalance and Vision6.
- Highly developed communication (oral and written) and interpersonal skills with the ability to liaise effectively with tact and discretion, with a wide range of people both internal and external to the University.
- Ability to exercise initiative and judgment as appropriate, and work in a flexible and dynamic environment with competing priorities to meet deadlines.
- Ability to work independently, cooperatively as part of a team, and with staff from within the School, Faculty, and other areas of the University and Metro North Hospital and Health Service including STARS.
- Knowledge of university policies and procedures as they relate to academic and research administration, or the ability to rapidly acquire this knowledge.

Desirable

- Relevant experience in student, healthcare and/or academic administration
- Experience with people with aphasia (acquired language impairment).

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](#) 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.