POSITION DESCRIPTION

Position Title: Administrative Assistant
Organisation Unit: TC Beirne School of Law
Position Number: 3028117
Type of Employment: Full Time Continuing
Classification: HEW 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 (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://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

Based at the University of Queensland, St Lucia as part of the Faculty of Business, Economics and Law, the TC Beirne School of Law is the oldest and most prestigious law school in Queensland, and one of Australia’s leading research-intensive law schools.

Currently, the School employs 50 full-time academic staff and 17 professional staff. The School’s talented and committed researchers and educators include national and international scholars, distinguished alumni and leaders of the legal profession who are recognised for their research and teaching excellence both nationally and internationally. The School is known for its high quality undergraduate teaching, postgraduate coursework and its Higher Research degree program.

With law programs that are ranked 36th in the world in the 2018 QS World University Rankings by Subject, the School offers students a premier legal education through small group teaching complemented by a comprehensive co-curricular program.

The School attracts the best and brightest students from Australia and abroad through its competitive entry requirements. It cultivates exceptional legal thinkers and leaders who use their discipline, ingenuity and initiative to change and enrich the world.

The School’s home, the west wing of the Forgan Smith building, recently underwent an exciting re-imagination and refurbishment to ensure future generations of UQ law students will continue to enjoy the highest quality and most relevant legal educational experience. Today, the School boasts world class state-of-the-art facilities, including one of Queensland’s largest law libraries and a range of collaborative meeting spaces for staff and students.

Further information on the TC Beirne School of Law’s academic programs, research groups and staff profiles is available on the School’s website at http://www.law.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

Primary Purpose of Position

The primary purpose of the Administrative Assistant is to provide dedicated support to Deputy Deans Academic and Research, co-curricular and postgraduate programs, research development and the school’s management office.

KEY RESPONSIBILITIES

1. Manage the visiting scholars program, workshop attendees and conference keynote speakers including the collection of HR documentation for processing, travel coordination, induction, building access, space requirements and the reimbursement of expenses when required;
2. Assist in the organisation of research related events including workshop, round table discussion, conferences and the like;
3. Prepare, edit and distribute the Research Quarterly;
4. Administratively support the research grant application process as directed by the DDR, and Research Development Manager.
5. Administrative support to the Director co-curricular program including student liaison, collation of applications to the mooting program, and preparedness for competitions including travel coordination and processing;
6. Assist with NCP and Endeavour grant applications. Liaise with students who have been awarded grants and process student support payments and/or coordinate group travel;
7. Provide guidance and support to academics regarding UQ Policy and School Guidelines associated with Special Studies Program and Internal Service Charge processing, Expense Management System compliance, Purchasing and maintenance of the Law School’s Intranet site;
8. Proxy for credit card reconciliation for Deputy Deans Research and Academic, Director Co-curricular Programs and School Manager
9. Research Assistant appointment processing, and maintenance of the Research Assistant Register;
10. Curricular programming administration and office support to Deputy Dean (Academic).

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
- The Enterprise Agreement provides that the agreed maximum number of hours which a full-time academic can be required to work equates, under the workload model to a maximum of approximately 37.5 hours per week over a 46 week working year.

Reporting Relationships

The position reports to the School Manager, and has no direct reports.

SELECTION CRITERIA

1. Tertiary qualifications in business administration, and/or relevant demonstrable experience providing effective and efficient office administration services to senior managers within a multi-functional tertiary, office environment.
2. Demonstrated stakeholder engagement and relationship management, with a focus on engaging and delivering strong student/client services.
3. Excellent interpersonal and verbal/written communication skills.
4. High level organizational skills, including the ability to prioritise competing work demands and meet deadlines, whilst maintaining accuracy and attention to detail.
5. Demonstrated proficiency in Microsoft Suite and (or the ability to quickly acquire) knowledge of applicant software including UniFi and EMS ProMaster.
6. Confidence to exercise initiative and judgement, and demonstrated flexibility to thrive in a dynamic organisational environment and enthusiasm for addressing unexpected new challenges at short notice.
7. High level work ethic and integrity.
8. Demonstrated sound knowledge and understanding of relevant University and Faculty policies and procedures.

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.