POSITION DESCRIPTION

Position Title: Senior Administration Officer, CEU
Organisation Unit: School of Health and Rehabilitation Sciences
Position Number: 3002643
Type of Employment: Full time, Fixed Term until April 2020
Classification: HEW Level 6

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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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.

The 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
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

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

School of Health and Rehabilitation Sciences

The School of Health and Rehabilitation Sciences at The University of Queensland was established in 1994 and is one of seven schools in the Faculty of Health Sciences. The constituent disciplines in 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. Postgraduate coursework and higher degree research programs are offered within the School. Each of the undergraduate degree programs is of four years' duration and includes both preclinical and clinical study offered in an integrated way. The graduate entry programs are accelerated programs running for two and a half years, or two years (including summer semester) depending on the discipline. Considerable emphasis is placed within the educational programs 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 team efforts. Teaching to multidisciplinary groups within the School paves the way for interdisciplinary involvement in client care and interdisciplinary research.

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 Educator 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 Senior Administration Officer, CEU is responsible for the administrative processes that underpin the work of the CEU and provides supervision to administrative assistant position/s in the team. This position requires working closely with the CELMs and administrative assistant/s to manage workload, prioritise tasks and meet deadlines, within the framework of an annual placement schedule.

Duties

Duties and responsibilities include, but are not limited to:

Administration

- Engage with internal and external stakeholders to facilitate the placement of the School’s students through the implementation of administrative processes. This includes the University’s Placement Management System and protocols which align with university policy and the School’s requirements.
- Actively maintain placement documentation, processes and systems that support placement activities within the school, in consultation with the CELM team.
- Identify and resolve problems while exercising discretion and escalate to CELMs as appropriate.
- Supervise the administrative team members, including provision of training in new processes and management of workflow to meet deadlines and service quality expectations.
- Ensure the maintenance of accurate placement records and generate reports on placement activities as required.
- Represent the CEU and the School as appropriate on committees and working groups.
- Other duties or projects as required, consistent with the level of appointment in the administration job family.
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 Clinical Education Liaison Manager – Occupational Therapy, School of Health and Rehabilitation Sciences.

SELECTION CRITERIA

Essential

- A degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated sound knowledge of University policy and procedures in areas relevant to student administration or the ability to rapidly acquire such knowledge.
- Demonstrated capacity to design and document efficient and robust administrative processes.
- Excellent oral and written communications skills, including the ability to analyse situations and take action and/or escalate as appropriate.
- Demonstrated ability to positively develop and manage strong working relationships with stakeholders across a wide client base.
- High level organisational skills with the ability to prioritise workload to manage peak workflows and meet competing deadlines.

Desirable

- Previous user of corporate systems such as SI-Net (PeopleSoft), Blackboard, TRIM, and Business Objects.
- Experience in supervising staff.
- A commitment to continuous process improvement and a flexible approach to achieving quality outcomes.
- Demonstrated ability to work both independently and as part of a team.
- Ability to adapt to changing environments, requirements and priorities.
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 habs-hr-advisory@uq.edu.au