POSITION DESCRIPTION

Position Title: Administrative Assistant
Organisation Unit: Office of the Deputy Vice-Chancellor (Research & Innovation)
Position Number: 3044219
Type of Employment: Full Time, Fixed Term
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 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 Deputy Vice-Chancellor (Research & Innovation) is a member of the University's Senior Executive and has responsibility for enhancing the University's performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. This includes the strategic management of research at an institutional level; development of research policy; management of research strategic initiatives, and development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research & Innovation) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University's Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research & Innovation) is supported by the staff in the Research Portfolio. Units within the portfolio have responsibility to support the University’s research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management; research higher degree management; and research ethics and integrity.

Further information is available at: http://www.uq.edu.au/research

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 position of Administration Assistant is a member of the Research Portfolio Operations Team. It provides administrative assistance to staff and units within the portfolio, supporting the Global Change Institute reception, facilities and Director, processing correspondence, and assisting with audits and events.

Duties

Duties and responsibilities include, but are not limited to:

Administration

- Performing reception duties by efficiently responding to and redirecting telephone calls, email enquiries and other correspondence;
- Assisting the Director, Global Change Institute with daily activities including arranging meetings and providing general administrative support;
- Producing official documents including acting as the main point of coordination for contract clearance form processing;
• Assisting with the organisation of portfolio-level events;

• Coordinating meetings and assisting with recruitment processes by booking meeting rooms, organising refreshments, and the compilation and distribution of papers;

• Undertaking general word processing, data entry and other activities such as photocopying, scanning, document compilation, sorting and distributing mail;

• Maintaining quality records in accordance with UQ Records Management Policy;

• Updating contact databases, key registers and granting building access;

• Maintaining meeting spaces and assisting staff with audio visual & video conferencing equipment as required;

• Ensuring efficient office spaces by ordering office supplies and other consumables, and the maintenance of printers and photocopiers;

• Assisting with annual audits including space, training and assets;

• Actively contributing to the operations team ensuring processes and practices are continually improved; and

• Any other duties as reasonably directed by your supervisor and/or the Director, Global Change Institute.

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, Operations.
SELECTION CRITERIA

Essential

- Completion of a diploma level qualification with relevant work related experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated high level of customer service and reception skills;
- Computer competency across a range of applications including Microsoft Word, Outlook, PowerPoint and Excel.
- Experience in arranging meetings, committees and events;
- Excellent organisational skills and the ability to prioritise tasks and meet deadlines;
- Demonstrated accuracy and attention to detail;
- Ability to exercise initiative and judgement as appropriate within the framework of existing policies and procedures;
- Experience with UniFi and/or other University systems, or the ability to rapidly acquire these skills.

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.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.