POSITION DESCRIPTION

Position Title: Operations and Research Administrative Officer
Organisation Unit: School of Information Technology and Electrical Engineering
Position Number: NEW
Type of Employment: Full-time, Continuing (x1), Fixed Term (x2)
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 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 (60). 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

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

It is an exciting time to get involved with the School of Information Technology and Electrical Engineering, located on UQ’s St. Lucia campus. The School is ramping up its investment in teaching, research and engagement to create an inspiring, diverse and flexible workplace. The direction is backed by a bold, new strategic vision to ensure the School is at the forefront of meaningful research outcomes and pedagogy across its core impact areas of health, data, automation and energy. Boasting strong student enrolments in professionally accredited programs, combined with world-class researchers and facilities, the School is focused on strengthening its position in the global computer science and engineering communities. By attracting the brightest minds and fostering a truly innovative and collaborative work environment, the School will develop global solutions to contemporary issues and mentor the leaders of tomorrow.

The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Centre strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

Details of the School may be accessed on its website at http://www.itee.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

DUTY STATEMENT

Primary Purpose of Position

This position is one of three similar positions in the School providing operations and research administration support to the School’s six research groups: Photonics and Microwave; Power and Energy; Co-Innovation; Cyber Physical; Biomedical; Data Science. Each officer works closely with two research groups. While each officer primarily provides support to two groups, the officers work as a team and may work outside their nominated groups as required.

Duties

Duties and responsibilities include, but are not limited to:

- Facilitate and provide efficient assistance to the Research Group with regards to the administration of research grants and projects, and maintain accurate and orderly records. Including:
  - Contribute to developing grant proposals,
  - Provide high level support in project budget management,
  - Coordinate in drafting, editing, proof reading and publishing project reports,
  - Assist in quality management for journal publications and conference papers,
Conduct literature/media reviews,
Monitor, maintain and update the research group web pages,
- Professionally liaise with school research administration staff and higher degree research administration staff on behalf of the group,
- Monitor and report on access to, and use of, Research Group laboratory infrastructure,
- Liaise with & facilitate faculty staff regarding the purchase of goods and services, group appointments, event planning, marketing and communications, and running CPD courses,
- Preparation of travel arrangements where required,
- Provide support and assist with administration for research visitors,
- Allocate space within the research group, under the provision of the School Manager,
- Plan and facilitate events, such as conferences, as required,
- Organise and coordinate meetings with stakeholders when required,
- Provide high-level administrative support as required to School staff,
- 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 administratively to the School Manager and works closely with the nominated Research Group Leaders, reporting operationally to them.
SELECTION CRITERIA

**Essential**
- Completion of a degree; or an equivalent combination of relevant experience and/or education/training,
- Demonstrated experience & proficiency with a wide range of computer applications in a network environment and particularly expertise in Microsoft Office suite,
- Excellent writing and editing skills including but not limited to report writing and scholarly publication and strong interpersonal skills, both verbal and written,
- Broad knowledge of the policies and procedures of The University of Queensland, or the ability to rapidly gain such knowledge,
- Ability to meet deadlines and to independently prioritise competing work demands,
- Experience in coordinating group activities and liaising with a range of people,
- High degree of responsibility and reliability as well as the ability to maintain confidentiality and privacy,
- Highly developed organisational skills, accuracy and attention to detail,
- Ability to work effectively as part of a team and autonomously.

**Desirable**
- Administrative experience in a research environment.

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.