POSITION DESCRIPTION

Position Title: Executive Assistant to the Head of School
Organisation Unit: School of Dentistry
Position Number: 3026525
Type of Employment: Full-time, continuing
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 (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 $11 billion+ (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.

**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/](http://habs.uq.edu.au/)

**The School of Dentistry**

The UQ School of Dentistry has a long and proud tradition of over 80 years of strength in dental education and research, and attracts high achieving students nationally and internationally. UQ is a leading source of expertise in the local, national and international dental community and has been a key contributor to achieving effective solutions to contemporary issues and challenges. The School has strong collaborations within and outside the dental profession.

As part of the Faculty of Health and Behavioural Sciences, the School of Dentistry offers the Bachelor of Dental Science (Honours) program and specialist post-graduate programs (Doctor of Clinical Dentistry). The School of Dentistry also has a growing cohort of research higher degree students.

Research within the School is focused on a number of themes, and crosses a range of areas from laboratory based research through to technologies applied in clinical practice and dental public health.

Further details about the School’s teaching programs, research interests and other activities may be accessed on the School’s web site at [http://www.dentistry.uq.edu.au/](http://www.dentistry.uq.edu.au/)

Further information about the Faculty and School is available at [http://health.uq.edu.au/](http://health.uq.edu.au/)
The Oral Health Centre (OHC)

The OHC opened in January 2015. This award winning building is the largest and best equipped facility for patient treatment, dental education and research in Australasia. The OHC has over 150 chairs across 11 clinics and 2 general anaesthetic theatres, a PC2 laboratory catering to a range of laboratory based research, 2 clinical simulation laboratories, 2 auditoriums and a seminar room complex.

The OHC’s location on the Herston campus provides an excellent interface with other disciplines and health services, with the nearby Royal Brisbane & Women’s Hospital, the UQ Faculty of Medicine and School of Public Health, and the UQ Centre for Clinical Research. New teaching and research facilities (including expanded simulation labs) and new equipment at the forefront of current technology used in dentistry have allowed the School of Dentistry to commence a refreshed and innovative undergraduate dental program, along with an expanded range of postgraduate programs.

The Oral Health Alliance (OHA)

From January 2017, the OHA integrated the activities of Metro North Hospital and Health Service Oral Health Services and the UQ School of Dentistry to establish world-class activities in clinical teaching, research and service provision in oral health, headquartered around the state-of-the-art Oral Health Centre on the co-located Royal Brisbane and Women’s Hospital and UQ campus at Herston.

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 primary purpose of this position is to provide support to the Head of School and take responsibility for the efficient running of the Head of School's Office.

Duties

Duties and responsibilities include, but are not limited to:

Head of School

- Organise and prioritise the Head of School’s time by arranging meetings, seminars and appointments, booking travel and accommodation, and organising and collating meeting papers, minutes etc.
- Liaise with University bodies and administration departments, national and international stakeholders, government officials and businesses on matters of relevance to the Head of School’s activities.
- Manage correspondence and enquires by referring for action or advice from relevant staff on behalf of the Head of School and seek timely follow up and resolution of issues.
• Draft standard correspondence and undertake general administrative tasks on behalf of the Head of School.

• Be responsible for word processing, faxing, photocopying, distribution of correspondence, minute taking and maintenance of electronic and hardcopy filing systems.

• Assist in keeping publication data and the Head of School’s CV up to date.

• Organise and prepare the agendas for Committee meetings; attend the meetings and prepare minutes for circulation post-meeting.

• Initiate and monitor the process of Academic Annual Performance Appraisals and track accordingly to meet School, Faculty and University time lines.

• Coordinate the Academic Title Holder application process.

Administration

• Act as a first point of contact for the School of Dentistry and coordinate and staff the School Office reception desk including responding to a wide range of enquiries in person, in writing and by telephone.

• Provide general administrative support to the School’s Management Team including the Head of School, Director of Research and the School Manager. Tasks include organising events and other School promotional activities; organising and supporting program accreditation and review; maintaining databases of equipment and assets; assisting in compliance with University audit requirements, such as stocktake and copyright compliance.

• Manage room bookings for meetings and other non-teaching related activities.

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 School Manager.
SELECTION CRITERIA

**Essential**

- Completion of an undergraduate degree, or completion of a Diploma and at least 2 years subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.

- Knowledge of university structures and administration, or the capacity to rapidly acquire such knowledge.

- Demonstrated experience in diary, email, travel and record management practices.

- Good written communication skills with experience in minute taking and distribution of minutes, meeting documents and related reports with a high level of accuracy and attention to detail.

- High level of computer proficiency across a range of applications including the Microsoft Office suite and the capacity to acquire knowledge of UQ systems.

- Demonstrated strong customer service ethic with excellent interpersonal skills including the ability to communicate effectively with clients (both internal and external) by telephone, email and in person.

- Well organised with the ability to prioritise own workload, work independently and meet deadlines.

- Ability to maintain confidentiality and exercise initiative, discretion, diplomacy and judgment.

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](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.