POSITION DESCRIPTION

Position Title: Executive Assistant
Organisation Unit: Queensland Brain Institute
Position Number: 3031354
Type of Employment: Full time/Part Time (negotiable to 0.6FTE)
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 (42), QS World University Rankings (48), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (69) and UQ has again topped the nation in the prestigious Nature Index.

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

Researchers at the Queensland Brain Institute work to understand the development, organisation and function of the brain. We aim to understand the neural circuits in the brain, how their function results in behavioural outcomes, and how dysfunction of these circuits leads to disorders such as dementia, Parkinson’s disease and schizophrenia. We aim to develop novel therapeutic approaches to treat disorders of neural function, use our understanding of brain function to improve learning in classrooms and in the workplace, and inspire new technologies.

Established in 2003, QBI (www.qbi.uq.edu.au) is housed on the St Lucia campus of UQ. It is home to more than 450 staff and students, including 41 group leaders.

Over the past decade QBI has become known as one of the world’s leading neuroscience research institutes. It has played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in all of the Excellence in Research for Australia (ERA) reviews (2010, 2012, 2015 and 2018), one of only two universities in Australia to achieve this.

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 Executive Assistant provides administrative support and executive assistance to the Queensland Brain Institute by contributing to the effective and efficient operation of the Institute’s administrative activities in a confidential and professional manner. In particular, this position currently supports the Deputy Director (Research) and the Deputy Director (Operations).

This role provides relief for the QBI Admin Assistant (including Reception) and Executive Assistant to the Director during planned and unplanned leave.

Duties

Duties and responsibilities include, but are not limited to:

- Providing administrative support, including drafting and distributing relevant correspondence
- Writing drafts and managing submission deadlines for references, awards and nominations
- Proactively manage, coordinate and maintain e-mail accounts, taking appropriate action where necessary as well as manage and track incoming and outgoing emails.
- High level diary management;
End to end travel management for members of the Executive Committee, including scheduling, gaining approvals, booking and coordinating payment, visa applications, printing and collating supporting information, and post-travel reporting requirements;

Prepare and review forms and documents for the approval of supervisors, managers and members of the Executive Committee (as required) to complete operational processes including ethics, grants, HR and Finance processes;

Assisting in the collation of planning documentation such as operational plans, strategic plans, workforce plans, financial forecasts and budgets;

Financial reconciliations including credit cards, cab charges, Go Cards, hospitality calculators and approvals and asset stocktakes;

Administrative support related to interviews, meetings or event preparation, including room bookings, room setup, parking and catering;

Manage enquiries from the community by screening and referral to appropriate personnel.

Administrative support for official visitors and students;

Secretariat duties for meetings and committees, including scheduling, drafting and circulating agendas, preparing and distributing meeting documentation, taking minutes, and coordinating follow-up reporting requirements;

Provision of relief for the QBI Admin Assistant (including Reception) and Executive Assistant to the Director during planned and unplanned leave; and

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
- 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 Manager, Projects and Executive Support.
SELECTION CRITERIA

**Essential**

- Degree with subsequent relevant experience or extensive administrative experience; or an equivalent combination of relevant experience or education/training and experience.
- Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines, including an ability to support other members of a team to meet objectives.
- Highly developed written and verbal communication skills, including report writing, with excellent attention to detail and the ability to synthesise complex information in the production of documents.
- High level of computer competency, including the ability to use databases, Microsoft Office suite of programs, email, and the Internet.
- Strong client service focus.
- Excellent interpersonal skills including the ability to communicate effectively with colleagues by telephone, email and in person.

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.