POSITION DESCRIPTION

Position Title: Administrative Officer
Organisation Unit: UQ Business School
Position Number: 3043951
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). 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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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 University of Queensland (UQ) Business School is independently ranked as one of the top business schools in Australia and among the leading institutions worldwide. Our mission is to cultivate courageous thinkers who empower future leaders to positively transform business and society.

Based at the St Lucia campus as part of the Faculty of Business, Economics and Law, the Business School brings together 10,000 students and over 200 subject experts.

The Business School also has a presence at UQ Brisbane City, the University’s newest site in the heart of the Brisbane CBD. At UQ Brisbane City, students and professionals from the Business School’s Master of Business Administration (MBA) program and Executive Education courses are taught in smart, functional and flexible learning facilities.

We are ranked #2 in Australia for business and economics (Times Higher Education World University Rankings 2020) and 1 in Queensland for business and management studies (QS World University Rankings 2020). Our MBA program is ranked #1 in Queensland, #2 in Australia, and #1 in the world for student quality (The Economist’s 2019 international ranking).

The Business School offers a wide range of degree programs. Our eight main areas of academic strength are represented by discipline clusters – accounting, business information systems, finance, international business, management, marketing, tourism, strategy and entrepreneurship.

UQ Business School is renowned for its cutting-edge research, outstanding academic staff, depth of educational programs and close links with leading global organisations. The Business School also carries AACSB International and EQUIS accreditation – the first school in Australia to receive this prestigious accreditation across its full range of programs.

To learn more about UQ Business School, please visit https://www.business.uq.edu.au today.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

As Administrative Officer your primary responsibility is to provide high-level support to the Business School's Director of Research and Director of Education and works within a small team.
**Duties**

Duties and responsibilities include, but are not limited to:

- Manage the preparation of, and response to, a range of written communication, including: minutes of meetings, newsletters, briefing documents, reports and monitored email accounts.
- Organise, facilitate and act as secretary for meetings as required.
- Act as Budget Holder for Research & Education Portfolios, ensuring compliance with School and Faculty guidelines and University policies and procedures.
- Assist with travel arrangements, credit card reconciliations and expense reimbursement.
- Assist with the administration of applications (e.g. PhD candidates, research grants, internal funding opportunities).
- Coordinate and prepare written documentation and forms in relation to Special Studies Program (SSP) process and Interdisciplinary Research Themes IRT Process within the Business School.
- Assist with the investigation of student complaints and student wellness issues.
- Undertake staff and visitor “Day One” inductions.

**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 Office Manager and has no direct reports.
SELECTION CRITERIA

- An undergraduate degree in a relevant area or an equivalent combination of relevant experience and/or education/training.
- Highly developed organisation and administrative skills along with demonstrated experience in supporting senior management within a large organisation.
- Demonstrated high level of written, oral and interpersonal communication skills.
- Demonstrated working style that embraces teamwork and collaboration.
- Ability to exercise initiative and professional judgement and capacity to solve problems.
- Demonstrated ability to meet deadlines, to work under pressure and establish priorities, with a commitment to quality outcomes.
- High level of proficiency in the use of standard computer based software systems.

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.