POSITION DESCRIPTION

Position Title: Administrative Assistant
Organisation Unit: RECOVER Injury Research Centre
Position Number: 1291523
Type of Employment: Full Time, Fixed Term until 31 December 2022
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 (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.

The 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 preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the university.

The Faculty of Health and Behavioural Sciences comprises the following organisational units:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Services
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- RECOVER Injury Research Centre
- Centre for Youth Substance Abuse Research
- Queensland Alliance for Environmental Health Sciences

Further Information about the Faculty may be accessed on the Faculty’s web site at [http://www.habs.uq.edu.au](http://www.habs.uq.edu.au)

RECOVER Injury Research Centre

RECOVER Injury Research Centre's mission is to produce breakthrough research which leads to better outcomes after injury, especially when caused by road traffic crashes.

RECOVER is a leading Australian Research Centre and is a joint initiative of The University of Queensland and the Queensland Motor Accident Insurance Commission. RECOVER informs policy and clinical practice to improve the health, psychological, social, vocational and economic outcomes of people with injuries and disabilities.

The Centre’s research supports the Motor Accident Insurance Commission’s key objectives of an affordable and viable Compulsory Third Party Insurance scheme. Better health outcomes, community engagement and participation, and positive claimant experience.

The position is based at RECOVER Injury Research Centre at Herston [http://www.recover.centre.edu.au](http://www.recover.centre.edu.au)
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

To provide high-level administrative support to the Centre Director, Centre Management and Research Program Leaders.

Duties

Duties and responsibilities include, but are not limited to:

Administration

- Act as a main point of contact for RECOVER Injury Research Centre, including the management and evaluation of all incoming correspondence and enquiries;
- Provide high-level administrative support to the Centre Director, Centre Management and Program Leaders as required;
- Perform general administrative support such as filing, data entry, record keeping, ordering office supplies and maintaining printers and photocopiers;
- Provide secretariat support for meetings and working groups, including assisting with preparation of meetings by collating and providing appropriate briefing material, booking rooms, taking and writing up of minutes;
- Maintain and update the Centre’s central contacts, teaching and grants databases to support reporting requirements;
- Contribute to the planning and organisation of RECOVER events – oversee venue preparations, arrange catering, source equipment, organise technical/audio-visual support, and related activities;
- Assist with the preparation of the Centre’s publications, grants, presentations and related activities as required;
- Maintain and update accurate content for the RECOVER website and social media channels;
- 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 to the Senior Operations Officer, RECOVER Injury Research Centre.

SELECTION CRITERIA

- 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;
- Ability to be flexible and willing to work across a range of activities, both autonomously and in a team environment;
- Experience in organising meetings, committees and minor events;
- Excellent organisational skills and the ability to prioritise tasks, work independently and meet deadlines;
- Experience in the use of a wide range of computer applications in a network environment (particularly Microsoft Office);
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person

Desirable

- Experience in University website content management and email direct mail systems (e.g. Drupal, Vision 6), or the ability to rapidly acquire these skills.

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

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.

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