POSITION DESCRIPTION

Position Title: Personal Assistant
Organisation Unit: School of Mechanical and Mining Engineering
Position Number: NEW
Type of Employment: Full Time Continuing
Classification: HEW 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

With an excellent reputation for quality graduate training and research performance, the School of Mechanical and Mining Engineering delivers a comprehensive range of programs in aerospace, materials, mechanical, mechatronic and mining engineering.

Boasting strong student enrolments in professionally accredited programs, combined with world-class researchers and facilities, we are focused on strengthening our position in the engineering community. We will develop global solutions to contemporary issues and mentor the leaders of tomorrow by attracting the brightest minds and fostering a truly innovative and collaborative work environment.

The School recognizes and values equity and diversity, and encourages applications from any individual who meets the requirements of this position, regardless of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School 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.

For more information about the School, please visit: http://www.mechmining.uq.edu.au/

Information for Prospective Staff

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

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position is to (a) provide a high standard of proactive assistance and administrative support to the Head of School and School Manager and (b) undertake specific administrative tasks relevant to the School’s operations under the guidance of the School Manager.

Duties

Duties and responsibilities include, but are not limited to:

- Manage the Head of School’s diary, including scheduling/rescheduling meetings, functions, desk time, and travel.
- Manage incoming calls, emails and in person queries, and redirect when appropriate.
• Maintain a high level of communication with the Head of School, including briefing on upcoming commitments and other priorities.

• Provide high level administrative support that ensures the efficient conduct of staff interviews, academic promotion rounds, performance reviews, visiting academic staff and research student invitations.

• Assist the Head of School to organise travel and reconciliation of expenditure.

• Provide high level administrative support to the School’s management team and other School committees including preparation of meeting agendas, taking minutes and ensuring follow up action is completed.

• Provide administrative support to the School Manager with particular focus on space management and casual academic staff recruitment and payments.

• Any other duties, commensurate with the position as reasonably directed by the Head of School and/or School Manager.

**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 operationally to the Head of School, and administratively to the School Manager. The position is not required to supervise any other staff.
SELECTION CRITERIA

- Qualifications and training equivalent to a bachelor degree in a related field; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in the provision of a high standard of effective assistance to a senior staff member in a large, complex organisation
- Demonstrated ability and willingness to
  - Uphold the University’s core values: pursuit of excellence, creativity and independent thinking, honesty and accountability, mutual respect and diversity, supporting our people.
  - Exercise sound judgement, maintain confidentiality adapt to change, and exercise initiative.
- Demonstrated, and effective -
  - Proactive time management skills, including the ability to manage several competing tasks in a dynamic environment.
  - Written and verbal communication skills, including the demonstrated ability to prepare communications for diverse audience.
  - Interpersonal skills, including the ability to communicate effectively and respectfully with diverse groups within and external to the School.
- Highly developed computer skills including the demonstrated ability to use the full Microsoft Office suite of programs, project management software, and the capability and willingness to learn new software as needed for execution of the role.

Qualification Verification

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

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.