POSITION DESCRIPTION

Position Title: Administration Coordinator (Compliance & Training)
Organisation Unit: ICTE
Position Number: NEW
Type of Employment: Continuing, Full time
Classification: HEW 6

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 (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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

The Institute of Continuing & TESOL Education (ICTE) is a highly recognised and acknowledged provider of TESOL, Continuing Education and International Development projects and programs both in international and national contexts. ICTE activity includes the delivery of a wide range of English pathway programs, teacher training and international continuing education programs to more than 6500 international students, teachers, professionals, business personnel and visitors from over 105 countries annually. The Institute’s international development activity is extensive with delivery of more than 500 projects and programs in 80 developing countries throughout the Pacific, South-East Asia, the Indian sub-continent, and Africa. The Institute is involved in online training delivery and offshore training provision across the Institute’s extensive network of government, institutional and corporate partners. Project, course and program delivery is also supported by the provision of test administration, including the IELTS test, and extensive client and student support services.

The Institute is one of three divisions reporting directly to the UQ Deputy Vice-Chancellor (External Engagement) and works in close collaboration with the UQ International Marketing, Recruitment & Admissions (IMRA) and UQ Global Engagement (GE) divisions in contributing to the fulfilment of the University's globalization, internationalisation and continuing education objectives in learning, discovery and engagement.

Information about the Institute may be accessed on the Institute’s website at www.icte.uq.edu.au

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

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

DUTY STATEMENT

Primary Purpose of Position

This position will provide high-level administration support to the Institute of Continuing & TESOL Education (ICTE) to ensure that policies and procedures in relation to compliance and training are implemented and maintained.
Duties and responsibilities include, but are not limited to:

- Ensure the provision of high quality administrative support with a focus on compliance to the Institute of Continuing & TESOL Education (ICTE) including:
- Review accounts and liaise with central finance staff to correct any errors.
- Be a point of contact ICTE staff and for the Central finance team to liaise with regarding financial accounts/reports for the Institute Act as budget holder for specific Institute accounts.
- Provide advice, training and administrative support to Institute staff with regard to procurement, travel, audit and risk compliance and identify best practice, improved workflows and minimise duplication of effort.
- Provide administrative assistance for supervisors with regard to staffing, travel, procurement process and ensure compliance with all relevant UQ procedures.
- Maintain up to date knowledge of relevant university policies and procedures so that Institute activities are compliant and aligned and ensure all Institute staff are kept up to date and trained.
- Act as budget holder for specific Institute accounts.
- Undertake other duties relevant to the position as directed by the Director.

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 Director, Institute of Continuing & TESOL Education (ICTE).
SELECTION CRITERIA

**Essential**

- Completion of a relevant degree; or an equivalent combination of relevant administrative experience and/or education/training.

- Well-developed organisational skills with ability to effectively plan and prioritise work and interpret rules and policy.

- Demonstrated ability to communicate and negotiate effectively with a range of internal and external stakeholders to achieve positive outcomes and ensure a high level of client service and commercially focussed efficiencies for the business unit.

- Demonstrated analytical skills and a systematic approach to problem solving.

- Demonstrated ability to work effectively with minimum supervision and in a team environment; demonstrated flexibility and an ability to work in a changing service environment; demonstrated initiative and motivation to achieve specified goals.

- Strong organisational, planning and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances.

- In-depth knowledge of university policy, procedures and systems or demonstrated ability to rapidly acquire and apply the required knowledge.

**Desirable**

- Experience working in the international education and sector.

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 (insert details of HR contact assisting with recruitment).