

## POSITION DESCRIPTION

<b>Position Title:</b>	Administration Officer
<b>Organisation Unit:</b>	Animal Ethics Unit, Office of Research Ethics
<b>Position Number:</b>	3036528
<b>Type of Employment:</b>	Full time, continuing
<b>Classification:</b>	Hew Level 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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is the highest in Australia at 20.

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**

The Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for the development and advancement of the University's profile in research and research training. The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management, contract negotiation; and research ethics and integrity.

Within the UQ Research and Innovation portfolio, the Research Management Office provides administrative and strategic support in the key functional areas of research grants administration, human ethics and animal ethics. The Animal Ethics Unit is responsible for coordinating the university's Animal Ethics Committees and relevant processes involving the use of animals in research and teaching within the University of Queensland.

This position is within a small, dedicated team. The Administrative Officer will be expected to maintain routine office procedures in the absence of the Animal Ethics Unit Coordinator. Team membership comprises the Animal Ethics Unit Coordinator, a part time Consultant Veterinary Officer, this position, 2 additional Administration Officers, and an Administration assistant.

Information about UQ Research & Innovation and the Animal Ethics Unit may be accessed on UQR&I's web site at <http://www.uq.edu.au/research/integrity-compliance/animal-ethics/>.

## **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**

This role is undertaken within the legislative requirements of The Animal Care and Protection Act 2001. A major component of this unit's work is servicing the Animal Ethics Committees (AEC) and liaising with and providing reports to various bodies on the use of animals for research and teaching within UQ.

The incumbent will be expected to demonstrate a high degree of autonomy whilst still maintaining an effective team based focus with other members of the Unit. The ability to prioritise and work within a high volume work area while ensuring accuracy in all matters is essential. It is expected that prospective applicants will have excellent data base management and reporting skills, high level client service skills, and preferably some knowledge of the animal industry or an interest to acquire such knowledge.

## Duties

Duties and responsibilities include, but are not limited to:

- Responsibility for several key operational roles within the daily routine of the Unit;
- Co-ordinate and organise AEC meetings (including legislated quorum requirements, transportation, catering etc), draft, prepare, and compile AEC agendas, prepare minutes to final draft, record attendance at meetings.
- Provide advice to the AECs and project applicants regarding AEC Terms of Reference, UQ policy and procedures as well as National and State legislative frameworks and guidelines.
- Perform any other duties associated with the activities of the AECs such as processing and administrative review of animal ethics applications, and facility inspections.
- Communicate as directed by or on behalf of the AECs including administrative approvals, committee feedback and approval certificates. Review and action incoming correspondence as pertaining to AEC business.
- Management and recording of AEC business using UQ information management systems and ensuring compliance with state and federal legislation.
- Prepare and collate data for reporting to various external bodies including but not limited to Department of Agriculture and Fisheries (DAF), National Health and Medical Research Council (NHMRC).
- Production of ad hoc reports from UQ information management systems.
- Co-ordinate and participate in information seminars for UQ Research and Teaching community on Legislation and UQ policies and procedures pertaining to animal use.
- Provide guidance to UQ Research and Teaching community on how and where to access information relating to ethics applications, reporting requirements, the use of animals for scientific purposes and other primary information.
- Act as the main point of contact for all communications between the AECs, Chairpersons, researchers and all other stakeholders.
- Participate as required in UQ policy and procedure working groups.
- 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 Animal Ethics Unit Coordinator.

## SELECTION CRITERIA

### Essential

- Qualifications and training equivalent to completion of a degree with subsequent relevant work experience; or completion of a diploma and at least 2 years subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training;
- Proficiency in MS Office suite of programs with demonstrated strength in the use of Excel and Access (or similar database);
- Ability to interpret and communicate UQ policy and procedures as well as detailed Commonwealth and State legislative requirements to staff of all levels.
- A high standard of verbal and written communication skills;
- Demonstrated interpersonal skills in a client-focused environment;
- Ability to work effectively under pressure and meet set deadlines;
- High degree of accuracy and prompt turnaround of work with a focus on best practice in client service whilst meeting legislative requirements;
- Minute taking and preparation of Agendas;
- Demonstrated ability to work both autonomously and collaboratively as part of a team, ability to organise and prioritise tasks with minimal oversight, excellent time management and organisational skills;

### Desirable

- Relevant work experience in the higher education sector, or large institution undertaking animal research work e.g. DAF or CSIRO;
- Ability to maintain web pages using UQ Online Management systems or ability to obtain this knowledge;
- Ability to maintain and upgrade Blackboard or other similar online teaching packages;
- Experience in servicing committees, and/or ethics related area;
- Evidence of ability to think laterally and problem solve.

**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 Jill Amber, HR Advisor on [central-hr-advisory@uq.edu.au](mailto:central-hr-advisory@uq.edu.au).**