POSITION DESCRIPTION

Position Title: Executive Support Officer
Organisation Unit: Office of Executive Dean, Faculty of Science
Position Number: 1280134
Type of Employment: Fulltime 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 Faculty of Science is recognised as a powerhouse for some of the world’s leading scientists, teachers, science programs and commercial outcomes. The Faculty is one of the largest Science groupings in Australia, with approximately 1100 (equivalent full-time) staff, and about 7500 (equivalent full-time) students. Throughout its Schools and Centres, the Faculty unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, the environment and veterinary science. With strong links between the enabling and applied sciences, UQ researchers and graduates are working on a wide range of groundbreaking projects from the molecular characterisation of drug resistant bacteria that affect piglets through to finding better treatments for illness and rehabilitation of the environment. Information about the Faculty may be accessed on the Faculty’s web site: http://www.science.uq.edu.au/

In 1990, The University of Queensland merged with the Queensland Agricultural College, which saw the establishment of the University’s Gatton Campus. It hosts a number of degree programs in agricultural and veterinary sciences, in addition to research centres and a wide range of facilities to support teaching and research in agriculture and veterinary sciences. Engagement with the local community is a critical element of the philosophy and activities of the Campus. Effort to promote innovation on the Campus is another key feature of UQ Gatton, as is a focus on sustainability.

The Campus offers an extremely broad range of qualifications from vocational to undergraduate to postgraduate and research higher degrees. The programs run from the Campus are in disciplines such as agriculture, animals, veterinary science, food or the environment involving issues such as climate change, feeding a growing population, biosecurity, and diminishing natural resources. As a result, UQ Gatton is a large and complex campus, predominantly a rural setting with working farms and dairy, as well as Halls of Residence, advanced research facilities and contemporary teaching spaces, from traditional lecture theatres to those designed to teach animal sciences.

The Office of the Director, Gatton Campus is responsible for ensuring the smooth and effective operations of the Gatton Campus of The University of Queensland, supporting academic teaching, research and community programs. The Director’s portfolio includes responsibility for the Gatton Dairy, Piggery Unit, Equine Unit, Cropping Unit, Grazing Animal Unit, UQ-Skills and the Halls of Residence in addition to administration functions and OH&S.

The UQ Skills is a Registered Training Organisation (RTO 1511) and is chartered to deliver a range of accredited vocational education and training programs and non-accredited professional development programs. Various external, industry-based training programs on a fee-for-service basis or government funded training programs are also delivered by the Centre.

Information about the Gatton Campus can be found at https://gatton.uq.edu.au/
Diversity and Inclusion

The School recognizes and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective 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.

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

To provide a high standard of executive support and administrative assistance to the Faculty Executive Team and the Office of the Executive Dean.

The role will be responsible for assisting with facilitating and supporting the flow of information with the Faculty Executive Office, throughout the Faculty and to stakeholders both internal and external to the University. The incumbent will primarily be supporting the Gatton Campus Director and the Associate Dean (Research)

Duties

Duties and responsibilities include, but are not limited to:

Executive Support

- Provide executive support to the Faculty Executive team including managing Faculty Executive calendars - planning for present and future commitments, maintain electronic diaries and prepare/provide all relevant meeting papers
- Provide administrative support to ensure the successful day to day operations of the Faculty Office
  - Proactively screen Executive Staff from unnecessary interruptions and use discretion to redirect enquiries as necessary, whilst maintaining a high level of professionalism and confidentiality.
  - Answering telephone and e-mail enquiries for the Faculty Office and greeting visitors.
  - Undertake general duties including updating contact and distribution lists, maintaining Faculty stationery and office supplies, arranging and recording couriers and taxis as required
- Provide secretarial services to Faculty/Gatton Campus Committees as required. Prepare meeting agendas and action lists, draft minutes and follow up actions.
- Liaise with university senior executives and assistants, all faculties, Schools, Centres, Institutes and sections of Central Administration on matters of relevance to Faculty Executive activities
- Ability to provide smooth executive assistance virtually and between campuses
**Administrative Support and Coordination**

- Effective and efficient coordination of Faculty Executive meetings including room bookings, diary management and scheduling, telecommunications needs, catering, parking and RSVP lists.
- Coordinate complex domestic travel arrangements for the Faculty Executive.
- Assist with processing financial transactions relating to Executive travel and hospitality.
- Complete credit card reconciliations for the Faculty Executive as required.
- Provide administrative support to the Faculty’s Engagement Unit activities, including student contact updates, mail outs and preparation of promotional material.
- Coordinate events (and facilitate logistics) involving industry, research focused, curriculum focused, Faculty strategic planning, awards ceremonies and international visitors.
- Provide back-up administration duties for the Executive Dean’s Executive Assistant as required.
- 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 Executive Officer, Faculty of Science and will be part of the executive support team. The position will work closely and provide day-to-day support to the Director, Gatton Campus and Associate Dean (Research).

The position will be based at the Gatton Campus with the need for the incumbent to spend one day per week at the St Lucia Campus.

**SELECTION CRITERIA**

- Qualifications and training equivalent to an undergraduate degree in business administration, or related field; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in diary and email management as well as event management within a busy and complex organisation.
• Demonstrated high level of written, oral and interpersonal skills including the ability to effectively liaise with people at all levels
• An ability to maintain confidentiality, liaise with internal and external clients and high level contacts with complete tact and diplomacy
• Demonstrated accuracy and strong attention to detail with an ability to prioritise tasks to ensure that competing deadlines are met in a timely manner
• Demonstrated ability to work independently as well as the ability to work as a member of a team and deliver high quality customer service
• Previous experience in an administrative role within the higher education sector or similar large organisation is desirable.
• Knowledge of the university policies and procedures or the ability to rapidly gain such knowledge is desirable

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.