POSITION DESCRIPTION

Position Title: Executive Support Assistant
Organisation Unit: Australian Institute for Bioengineering and Nanotechnology
Position Number:
Type of Employment: Fixed term, full-time (part-time hours negotiable to 0.8FTE)
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 (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://uniqquest.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 University of Queensland's Australian Institute for Bioengineering and Nanotechnology (AIBN) is a dynamic multi-disciplinary research institute dedicated to developing technology to alleviate societal problems in the areas of health, energy, manufacturing and environmental sustainability. AIBN brings together the skills of more than 450 world-class researchers complimented by an extensive suite of integrated facilities, working at the intersection of biology, chemistry, engineering and computer modelling. With a reputation for delivering translational science, AIBN conducts research at the forefront of emerging technologies, and has developed strong collaborations with leading members of industry, academia and government. AIBN goes beyond basic research to develop the growth of innovative industries for the benefit of the Queensland and Australian economies.

Our people are our greatest asset. We offer collaborative, inclusive work and study places, which are enriched by the significant diversity of our staff, students and community. We genuinely believe that creativity and innovation flourishes in an environment where people feel supported, valued and empowered. Mutual respect, inclusivity and accountability are at the cornerstone of UQ’s culture.

AIBN is committed to supporting the career growth of women researchers and have a number of initiatives to support women in developing and achieving a fulfilling research career at the institute. For more information, please visit our AIBN Women in Science website at http://www.aibn.uq.edu.au/women.

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 support the Executive Office of the AIBN by providing administrative support contributing to the effective and efficient operation of the Institute’s administrative activities.

This role provides relief for the AIBN Reception and Executive Assistant to the Director and Deputy Director (Operations) during planned and unplanned leave.
Duties

Duties and responsibilities include, but are not limited to:

- End to end travel management for the Director, including scheduling, gaining approvals, booking and coordinating payment, visa applications, printing and collating supporting information, and post-travel reporting requirements.
- Secretariat duties for meetings and committees, including scheduling, drafting and circulating agendas, preparing and distributing meeting documentation, taking minutes, and coordinating follow-up reporting requirements.
- Administrative support related to meeting or event preparation, including room bookings, room setup, parking and catering.
- Administrative support for official visitors.
- Financial reconciliations including credit cards, cab charges, Go Cards, and hospitality calculators and approvals.
- Provide support and backfill as required for the AIBN Executive Assistant and AIBN Reception, including during planned and unplanned leave.
- Any other duties as reasonably directed by the 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
- 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 AIBN Executive Assistant.
SELECTION CRITERIA

Essential

- Completion of a diploma level qualification with relevant work experience; or an equivalent combination of relevant experience of at least 2 years and/or education/training.
- Demonstrated experience providing administrative support to executive roles.
- High level proficiency with MS Office programs, including Word, Excel and Outlook and other databases.
- Ability to use initiative, organise and prioritise tasks with minimal supervision.
- Ability to work effectively under pressure to meet deadlines.
- Excellent organisational skills with the ability to work autonomously as well as in a small team.
- Excellent written communication skills with experience documenting procedures and guidelines.
- High level of accuracy and attention to detail with the ability to multitask.
- Capacity to meet deadlines and to follow tasks through to completion.
- Ability to maintain confidentiality.

Desirable

- Experience working in a higher education or equivalent research focused organization.

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 part-time (0.8FTE) and/or flexible working arrangements may be negotiated.

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