POSITION DESCRIPTION

Position Title: Executive Assistant to the Deputy Vice-Chancellor (Academic)
Organisation Unit: Office of the Deputy Vice-Chancellor (Academic)
Position Number: 3018117
Type of Employment: Full-time, continuing
Classification: 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 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://university.com.au/our-track-record](http://university.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 (Academic) (DVCA) is a member of The University of Queensland’s senior executive team. The DVCA provides leadership in fostering the University’s ongoing commitment to high-quality learning and teaching; promoting a culture of excellence across the student experience; leading initiatives aimed at student success and retention, including residential and integration of services for students; and quality assurance across teaching and learning, including course and program quality.

Areas in the Deputy Vice-Chancellor (Academic) portfolio range across the University, focussing primarily on student lifecycle and support for teaching academics. The portfolio includes the Institute for Teaching and Learning Innovation (ITaLI), responsible for supporting quality teaching in relation to pedagogy, new media literacies, and learning analytics; Academic Services Division and the Division of Student Affairs, responsible for students transitioning to university and progressing through to graduation; and UQ Library, which provides university-wide support in the curation of information.


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-ug](http://www.uq.edu.au/current-staff/working-at-ug)

DUTY STATEMENT

Primary Purpose of Position

The Executive Assistant provides high level executive assistance and administrative support to the Deputy Vice-Chancellor (Academic), as well as providing assistance to other senior officers within the Office of the Deputy Vice-Chancellor (Academic). The role is the key contact for students, internal colleagues, and external stakeholders in matters relating to the portfolio.

Duties

Within the context of theDVCA portfolio, duties and responsibilities include but are not limited to the following:

- provide high level administrative and executive support to the DVCA in an environment where confidentiality, judgement, professionalism, responsiveness and accuracy are essential;
• organise meetings and appointments, manage all aspects of the DVCA diary and ensure the DVCA is adequately prepared and briefed;

• assess incoming correspondence and emails, take appropriate action and write replies to routine correspondence on behalf of the DVCA and prepare drafts for consideration on non-routine matters as required;

• ensure compliance with University policies and procedures for documentation, correspondence and matters processed through the Office;

• in consultation with the DVCA and the Executive Officer, using initiative and judgment, disseminate information and coordinate and provide responses and referral of matters as they arise, including undertaking information retrieval and drafting responses;

• organise and coordinate domestic and international travel requirements for the DVCA and other staff or visitors to the University as required;

• organise events and workshops relevant to the portfolio of the DVCA;

• work cooperatively and develop networks to liaise proactively and effectively with other administrative and executive support personnel both within the University and external agencies;

• use University corporate applications, such as UniFi, to oversee and administer the purchase of office supplies and equipment, including requisitions, purchase orders, and invoices, and reconcile credit card accounts in accordance with University policy;

• develop and maintain efficient hard copy and electronic filing and records management systems for the Office;

• perform other duties as assigned by the DVCA

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• the University’s Code of Conduct

• the University’s Values

• 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 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 Deputy Vice-Chancellor (Academic).
SELECTION CRITERIA

Qualifications
- Completion of a relevant degree and/or substantial administrative experience at a university executive assistant level, or an equivalent combination of relevant experience and/or education and training.

Knowledge, Skills and Experience
- Demonstrated high level administrative skills, including experience in the provision of high level executive assistance to senior staff and external stakeholders, in a large and busy workplace environment.
- Highly developed computer skills and experience with the Microsoft Office suite of programs.
- Demonstrated experience in the preparation and drafting of correspondence and other material such as minutes and undertaking basic research.
- Demonstrated ability to work independently, and within a team environment, using initiative, judgement and discretion and displaying a desire to learn new skills.
- Sound knowledge of university organisation structures and a broad understanding of university corporate systems or a capacity to rapidly gain such knowledge.

 Relevant Personal Qualities
- Highly developed interpersonal skills both written and oral, including the ability to consult, negotiate and liaise effectively with diverse groups within and external to the University and work cooperatively with colleagues across the organization.
- Excellent organisational skills with the ability to set priorities and meet deadlines while remaining flexible and responsive to the needs of the Office and its portfolio areas.
- The ability to handle and maintain workplace confidentiality and exercise judgement and initiative.
- Excellent accuracy, analytical skills and attention to detail.

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.

Accessibility requirements and/or adjustments can be directed to centra-hr-advisory@uq.edu.au