POSITION DESCRIPTION

Position Title: Administration Officer  
Organisation Unit: UQ Biological Resources  
Position Number: NEW  
Type of Employment: Full time, Continuing  
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://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 University of Queensland Biological Resources unit (UQBR) manages the Laboratory animal production and research facilities for the University of Queensland.

The role of UQBR is to provide UQ with world class Animal Research Services.

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

The primary purpose of this position is to provide general administrative support to UQBR.

Duties

Duties and responsibilities include, but are not limited to:

Administration

- Provide high-level administration support to the Director and Administration Manager as required.
- Develop and maintain general office systems including mail distribution, filing of documents and digital and physical archiving of records.
- Participate in the Asset stocktake, maintaining UQBR equipment and Asset register.
- Maintain a tidy and operational office environment including ordering all necessary supplies in accordance with UQ finance systems
- Reconciliation of purchasing cards each month and maintaining appropriate records
- Assist with the updating content of UQBR Webpage.
- Assist in facilitation of all meetings and events both on and off site as required, including catering, preparation of agendas, minute taking and distribution and set up of audio visual as required.
- Provide assistance and support to the Animal Coordinator position with managing and processing UQBR daily animal orders/sales.
- Liaise with Researchers, students, UQBR staff regarding availability and confirmation of daily orders
- Assist with the delivery of Animal orders across campuses.
• Assist in administration duties involved with the Animal Ethics applications, modifications and certificates.

• 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

• Medical Clearance: Working with laboratory animals is an inherent requirement of the position. The appointment is therefore subject to, and conditional upon, satisfactory medical clearance(s), including disclosure of relevant medical history, to undertake such work without unreasonable risk to your health and safety. In addition, the Employee is required to fully comply with necessary ongoing health monitoring procedures and control measures associated with the position.

Organisational Relationships

The position reports to the UQ Administration Manager, UQ Biological Resources.
SELECTION CRITERIA

**Essential**

- Completion of a diploma level qualification with relevant work related experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience and proficiency in providing administrative support to senior management
- Proven experience in the use of a wide range of computer applications (particularly Microsoft Excel, Outlook and Microsoft Word)
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person
- A high level of accuracy and attention to detail
- Ability to work effectively as part of a team and independently, prioritising own workload, and meeting deadlines.
- Commitment to upholding the University’s values, and with the outstanding personal qualities of openness, respectfulness and integrity

**Desirable**

- Knowledge of laboratory animal production and the regulatory environment associated with animal research
- Previous experience with the Unifi system

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 central-hr-advisory@uq.edu.au