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 (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was 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.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: [http://habs.uq.edu.au/](http://habs.uq.edu.au/).

**Queensland Alliance for Environmental Health Sciences**

The Queensland Alliance for Environmental Health Sciences (QAEHS) is a new research Centre, funded by Queensland Health and The University of Queensland that is committed to establishing and maintaining multidisciplinary research expertise across a range of environment health sciences. These include environmental aspects of toxicology, human health epidemiology, microbiology, health risk assessment, health risk communication, identification and analysis of emerging environmental health risks, and state-of-the-art monitoring and analytical techniques, methodologies and technologies for environmental hazards and exposures. The Faculty is strongly committed to the advancement of quality inter-professional education and genuine inter-disciplinary research in the health sciences. Further information is available at [www.health.uq.edu.au/habs](http://www.health.uq.edu.au/habs).

QAEHS will work closely with Queensland Health to develop its research directions, and to provide expert opinion and advice, as well as relevant training for Queensland Health staff. In addition, staff will pursue research excellence through competitively funded research and government or private consultancies. Supervision of research students and some coursework teaching are other core components of QAEHS’ activities.
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 Executive Assistant’s role is to provide a high standard of administrative and project support to the Centre Director and senior Centre staff, and to be responsible for a range of activities related to the efficient operation of the Centre.

Duties

Duties and responsibilities include, but are not limited to:

Executive Support

- Manage the electronic diary including monitoring and arranging the schedule of the Centre Director and senior Centre staff.
- Manage the Centre Director’s email correspondence.
- Organise meetings, functions and events for the Centre Director and senior Centre staff, including the preparation of agendas, papers, invitations, catering, venue hire & bookings.
- Provide a high level of secretarial support (minute taking, agenda preparation, draft correspondence and distribution) for committees, board meetings and other meetings.
- Coordinate travel arrangements and associated processes for the Centre Director and senior Centre staff.
- Prepare, draft and/or edit various documents including reports, correspondence, presentations and minutes of meetings for final distribution for administrative, promotional and research matters. This includes sourcing and collating information and designing the layout.
- Be the Library’s research publication point of contact in ensuring that the School’s academic staff publications are accurately recorded in eSpace.
- Be the primary contact for external enquiries and approaches to the Centre and resolve or forward and follow up queries as appropriate.

Administration Support

- In consultation with the Research Manager, develop and maintain a well organised records management system for all confidential and other matters related to Centre activities ensuring compliance with University and State Government policies.
- Assist staff and students with travel forms, bookings, travel finalisations, and approvals of same.
- Coordinate the QAEHS Seminar program in conjunction with research staff, including maintaining a diary of presenters, advertising seminars and liaising with speakers.
- Order and maintain the Centre’s office supplies and organise the repair and servicing of office equipment.
• In conjunction with the centre staff, complete the annual equipment stock take for the Centre.
• Assist in the formatting of proposals, correspondence, conference material and reports for research projects, consultancies, workshops, training courses and other written documents.

**Human Resource and Financial Support Responsibilities**

• Liaise with Faculty finance professional services team on behalf of staff and provide support to the Centre as required, including reconciling corporate credit cards and assisting with staff reimbursements.
• Liaise with Faculty HR professional services team to support the Centre with recruitment and appointment activities.
• Manage Academic Title Holder appointments in conjunction Faculty HR professional services team.
• Coordinate the annual academic and professional staff appraisals within the Centre to ensure all requirements are met.
• Coordinate visiting academics (incorporating international visitors) and students to the Centre, including liaising with Faculty HR professional services team to have relevant paperwork drafted.
• Organise travel arrangements for visitors as necessary.
• Liaise with the Graduate School HLO (HDR Liaison Officer) to manage HDR applications, milestones, paperwork, seminars and queries.
• Provide support to the Centre’s Postgraduate Coordinator as necessary.

**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](#).
  • 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.
• Undertake general office activities and other duties as required by the Director or the Centre’s senior management team.

**Organisational Relationships**

This position reports to the Research Manager, Queensland Alliance for Environmental Health Sciences.
SELECTION CRITERIA

**Essential**

- Completion of a degree in Business or related field; or completion of advanced diploma qualification with at least one year subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Ability to work with initiative demonstrating problem solving strategies and a willingness to research solutions effectively.
- Demonstrated oral, written and interpersonal communications skills, particularly the ability to liaise and consult, to prepare reports and to communicate with diverse groups both within and external to the Centre.
- Demonstrated ability to provide a high standard of confidential administrative and executive support, including diary, email and travel management.
- High level of organisation skills, including planning, information management and records management.
- Demonstrated ability to work effectively, both independently and as part of a team, and to prioritise own workload and meet deadlines, while ensuring a high level of accuracy and attention to detail.
- Demonstrated ability to respond to requirements accurately and in an effective and timely manner.
- High level of computer proficiency in Microsoft Office.

**Desirable**

- High level proficiency in The University of Queensland’s database management packages, including Aurion, Business Objects and SI-net applications, or the ability to rapidly acquire this knowledge.
- Knowledge and familiarity with the operations, policies and procedures of The University of Queensland, or the ability to rapidly acquire this knowledge.
- Demonstrated work experience in a research environment.

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 the contact person listed in the job advertisement.