POSITION DESCRIPTION

Position Title: Receptionist
Organisation Unit: Institute for Molecular Bioscience
Position Number: 3009097
Type of Employment: Fixed-Term, Full Time
Classification: HEW Level 3

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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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.

Organisational Environment

The University of Queensland’s Institute for Molecular Bioscience, located on the main University campus, is Australia’s leading biosciences research institute. Established in 2000, the Institute is home to over 420 staff and is located in thriving Brisbane, a city consistently ranked as one of the world’s most vibrant and liveable cities.

The Institute, ranked in the Top 20 globally for life sciences research, pursues a multidisciplinary approach to solving some of the world’s most serious challenges in the fields of health, disease and sustainable solutions for our cities, fuels and foods. The Institute is housed in a single building and is organized into technological platforms (Divisions) and research themes (Centres). The Divisions support state-of-the art facilities including the Centre for Microscopy and Microanalysis, which houses new cryo-electron microscopes; the NMR facility containing 500, 600 and 900 MHz machines; the Mass Spectrometry Facility accommodating a wide array of instrumentation; suites for work with a variety of model organisms; a plethora of next generation DNA sequencing technologies and the southern hemispheres leading program in complex genetic traits. The Research Centres accommodate 36 groups using a combination of genomics, chemistry and cell biology to take life science discoveries from the genome to drug design and application in the areas of antimicrobial resistance, inflammation, pain, cardiovascular disease and rare and developmental diseases.

The quality of our internationally recognised researchers underpins our research excellence. Over the past five years, our group leaders have attracted nearly $250 M in research funding. They have leveraged funding from over 40 different national and international research sponsors including significant support from federal and state government sources. The success rate in federal funding schemes is amongst the highest in all of Australia. The accomplishment of our staff is reflected by the consistent contribution they make to the prestigious Nature science index and by the fact five are listed in the prominent 2018 Clarivate Highly Cited Researchers List.

A corner stone of the Institute is the strong emphasis on ensuring our discovery science has impact by translating our research discoveries to meet industry, community and clinical needs. The Institute has generated more than 30 patent families and has spun out multiple companies. The impact of our work is illustrated by two biopharmaceutical companies founded in the Institute, Protagonist Therapeutics Ltd and Inflazome Ltd. The former company entered into a $1 B worldwide agreement to co-develop a drug for inflammatory bowel disease and the latter recently received $70 M to develop treatments for inflammatory diseases. Our ambition to strengthen our translational portfolio continues.

Information for Prospective Staff

The Institute recognises 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.
IMB 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.

Specific initiatives at IMB can be found at (https://imb.uq.edu.au/about/equity-and-diversity-imb)

Further 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 front office reception services to the major tenants of the Queensland Bioscience Precinct (QBP) building.

Duties

Duties and responsibilities include, but are not limited to:

- Receiving and screening of visitors and calls, directing to appropriate area where necessary.
- Programming of staff and student access cards.
- Maintaining QBP Visitor register and access cards.
- Maintaining the visitor car park register.
- Processing bookings for QBP Boardroom and all meeting rooms.
- Maintaining registers for meeting room keys and equipment.
- Collection and sorting of incoming mail to QBP.
- Providing basic administrative support for QBP infrastructure staff.
- 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 IMB Manager (Administrative Services).
SELECTION CRITERIA

- Completion of year 12, with relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Proven experience in a receptionist role.
- Sound computer skills and experience in using a range of software packages including the Microsoft Office Suite of programs including Outlook, Word and Excel.
- Knowledge of general office procedures.
- Excellent interpersonal and communication skills, including telephone etiquette.
- Flexible, well organised and able to work independently.
- Ability to self-motivate to complete tasks.
- Strong client service orientation.
- Completion of a traineeship in office reception/administration is desirable.
- Experience in a university or large organisation 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.

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