POSITION DESCRIPTION

Position Title: Administration Assistant
Organisation Unit: Property and Facilities
Position Number: 1256223
Type of Employment: Continuing, Full-time
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 has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates a number of sites in Brisbane, including the Medical School and Long Pocket site as well as a number of research stations and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that support the University's teaching and research goals and its strategic objectives of Learning, Discovery and Engagement.

To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: UQ Sustainability, Energy and Transport systems, Construction and Engineering Services, Site Planning, Space and Property services, Asset Services (i.e. building maintenance, grounds and playing field maintenance, fire safety, security and parking), Campus Services (i.e. cleaning, furniture, logistics, UQ fleet, mail dispatch) and Finance & Business and other Systems (i.e. business improvements, administrative, HR, finance, and IT support).

UQ's environmental sustainability initiatives have gained significant recognition. Property and Facilities Division, manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. The website provides a single point for the University to communicate its initiatives and successes in embedding sustainability throughout its operations, learning, discovery and engagement. By browsing the site, the community has access to information on their sustainability study options, UQ's research in the area of sustainability, partnerships with community industry and government, and the University's carbon management strategy. I encourage you to visit the website at www.uq.edu.au/sustainability

Further information about the Property and Facilities Division may be accessed on the Division’s web site at http://www.pf.uq.edu.au

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

DUTY STATEMENT

Primary Purpose of Position

The Administration Assistant role will provide administrative and secretarial support for the Property & Facilities Associate Directors, whom manage, Infrastructure and Sustainability, Campus Operations, Project Delivery and Property & Planning areas.
Duties

Duties and responsibilities include, but are not limited to:

- Carry out general secretarial and administrative duties. This includes tasks such as word processing, filling, processing mail and other written material, answering telephone calls, maintaining appointment schedule and organising meetings.
- Prepare presentations, reports, agendas and other materials as required.
- Act as minute secretary to various committees and project control groups.
- Manage the sections Record Management Systems.
- Assist Associate Directors in following up IMS audit actions and updating the Section’s objectives.
- Assist Associate Directors in following up OH&S related matters.
- Assist Associate Directors in the preparation and measurement of Key Performance Targets (KPT).
- Organise reward and recognition appraisal schedule, and records of associated training and Development programmes.
- Organise special events such as staff travel, workshop and other special events.
- Assist the Associate Directors in preparing annual Tertiary Education Facilities Management Association (TEFMA) Benchmark Survey documentation.
- Assist Associate Directors in the preparation of various contracts and service level agreements.
- Carry out other support tasks as required by the Associate Directors.
- Maintaining confidentiality at all times.

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 Administration Assistant reports to the Associate Directors who in turn reports to the Director, Property and Facilities Division.
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 high level of customer service, communication and interpersonal skills;
- Computer competency across a range of applications including Microsoft Work, Outlook, PowerPoint and Excel
- Excellent organisational skills and the ability to prioritise tasks and meet deadlines;
- Ability to exercise initiative and judgement as appropriate within the framework of existing policies and procedures;
- Demonstrated experience liaising effectively with a broad range of internal and external clients by telephone, email and in person.
- Demonstrated high level of accuracy and attention to detail;
- Experience in organising meetings, committees and events;

Desirable

- Knowledge of Facilities Management in a higher education environment would be an advantage
- Work experience as an Administrative Assistant in a large and complex organisation would be an advantage

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 on central-hr-advisory@uq.edu.au