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 (60). 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.

Organisational Environment

The School of Civil Engineering is one of the largest schools of its kind in Australia. Located in the state-of-the-art, $135 million Advanced Engineering Building, the School passionately delivers world-leading teaching, research, and service. We aspire to be the civil engineering school of choice for students, staff, industry, and the wider community in the fields of water, environmental, geotechnical, structural and transportation engineering.

Our goal is to foster graduates with the technical and professional skills required to lead the civil engineering profession and we aim to re-engineer civil and environmental research to improve the way communities operate and function.

Our academic staff hail from over 24 countries, are widely published and cited, and have extensive research backgrounds in diverse engineering disciplines including coastal, environmental, fire safety, geotechnical, hydraulics, structural, transport, and water resources. These research strengths attract expert academics and students from around the world and provide industry with consulting expertise, research collaboration and testing facilities.

The School 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. The School 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. The School has an agreed set of values that include:

1. Respecting each other.
2. Embracing equity and diversity.
3. Making decisions transparently whenever possible.
4. Collaborating across disciplines and universities.
5. Supporting each other.
6. Being accountable and responsible.
7. Seeking first to understand then be understood.
8. Making positive and meaningful societal contributions.
9. Celebrating achievement.

For more information about the School, please visit: www.civil.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-uq
DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to provide effective and efficient client focused administrative services to students, staff and co-workers in support of the teaching, research and engagement activities of the School. The position will have primary responsibility for the administration of postgraduate coursework within the School.

Duties

Duties and responsibilities include, but are not limited to:

- Provide efficient and effective administrative assistance associated with matters relating to student and Academic administration, including accurate and timely advice to staff and students in relation to postgraduate coursework matters.
- Provide high quality administrative support to Academic staff and the School Manager.
- Coordinate student field trips; the appointment of invigilators for mid-semester examinations; and, the appointment of summer and winter vacation scholars.
- In consultation with central university units and senior staff, develop and maintain correct procedures in relation to administration within the School.
- Contribute to the preparation of examination papers and other activities associated with examinations and assessment (e.g. course profiles; grade uploads).
- Liaise with HR, the School Manager and academic staff to arrange the School’s Summer and Winter research and Visiting Research Student programmes.
- Act as secretary to School committees and other student and staff meetings, including preparation of agendas and minutes, draft reports and submissions, and take other action as required on behalf of the Chair.
- Represent the School at Faculty administrative staff meetings as required.
- Provide general enquiry assistance to students, staff and visitors including some reception duties.
- Assist the Senior Administrative Officer and the School Manager on matters relating to student and academic administration and deputize for the Senior Administrative Officer as required;
- Other tasks as directed by the School Manager or Senior Administrative Officer.

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 Senior Administrative Officer.

SELECTION CRITERIA

Essential

• Bachelor degree with at least two years’ administrative experience in an education institution or similar environment, or equivalent combination of relevant experience and/or education/training.

• A demonstrated understanding of key student and academic administration or demonstrated ability to gain rapidly such knowledge.

• Demonstrated ability to use effectively the Microsoft suite of products (Word, Excel, Access, PowerPoint and Outlook) including MSWord at an intermediate level.

• Knowledge and previous use other specialist software applications and databases (e.g. Business Objects (Data Warehouse), PeopleSoft/Oracle student systems) or a proven ability to gain such knowledge.

• High level of interpersonal, written, and oral communication skills.

• Demonstrated ability to exercise initiative, tact and good judgment, to work independently and autonomously, and excellent problem-solving skills.

• Ability to effectively communicate with staff students in a diverse and multicultural workplace.

• Demonstrated high level organisational and time management skills that enable the appointee to prioritise and manage competing tasks; set and keep deadlines; and, keep track of work as it progresses through multiple stages, whilst maintaining effectiveness, accuracy and attention to detail.

Desirable

• Experience in a tertiary environment preferably in an area of student or academic administration.

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.