POSITION DESCRIPTION

Position Title: Executive Assistant
Organisation Unit: School of Dentistry
Position Number: 3026525
Type of Employment: Full – Time, Continuing
Classification: HEW Level 5

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 (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). 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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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 (HABS) is a world-class Faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty presently consists of six schools and six research centres, ::
- 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 the Business and Economics of Health
- POCHE Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at habs.uq.edu.au.

**The School of Dentistry**

The UQ School of Dentistry has a long and proud tradition of over 80 years of strength in dental education and research, and attracts high achieving students nationally and internationally. UQ is a leading source of expertise in the local, national and international dental community and has been a key contributor to achieving effective solutions to contemporary issues and challenges. The School has strong collaborations within and outside the dental profession.

As part of the Faculty of Health and Behavioural Sciences, the School of Dentistry offers the Bachelor of Dental Science (Honours) program and specialist post-graduate programs (Doctor of Clinical Dentistry). The School of Dentistry also has a growing cohort of research higher degree students.

Research within the School is crosses a range of areas from laboratory based research through to technologies applied in clinical practice and dental public health.

Further details about the School’s teaching programs, research interests and other activities may be accessed on the School’s web site at http://www.dentistry.uq.edu.au/

Further information about the Faculty and School is available at http://health.uq.edu.au/

**The Oral Health Centre (OHC)**

The OHC opened in January 2015. This award winning building is the largest and best equipped facility for patient treatment, dental education and research in Australasia. The
OHC has over 150 chairs across 11 clinics and 2 general anaesthetic theatres, a PC2 laboratory catering to a range of laboratory based research, 2 clinical simulation laboratories, 2 auditoriums and a seminar room complex.

The OHC’s location on the Herston campus provides an excellent interface with other disciplines and health services, with the nearby Royal Brisbane & Women’s Hospital, the UQ Faculty of Medicine and School of Public Health, and the UQ Centre for Clinical Research. New teaching and research facilities (including expanded simulation labs) and new equipment at the forefront of current technology used in dentistry have allowed the School of Dentistry to commence a refreshed and innovative undergraduate dental program, along with an expanded range of postgraduate programs.

**The Oral Health Alliance (OHA)**

From January 2017, the OHA integrated the activities of Metro North Hospital and Health Service (MNHHS) Oral Health Services and the UQ School of Dentistry to establish world-class activities in clinical teaching, research and service provision in oral health, headquartered around the state-of-the-art Oral Health Centre on the co-located Royal Brisbane and Women’s Hospital and UQ campus at Herston.

**Information for Prospective Staff**

Information about life at UQ including staff benefits and UQ campuses is available online.

**Primary Purpose of Position**

The role of the Executive Assistant is to act as Personal Assistant to the Head of School and to provide a high standard of administrative and project support to the Head of School and School Manager, being responsible for a range of activities related to the efficient operation of the School office.

**Duties**

Duties and responsibilities may include, but are not limited to:

**Executive Support**

- Provide executive support to the Head of School including managing calendars - planning for present and future commitments, maintaining diaries and prepare/provide all relevant meeting papers.
- Support efficient processing of documentation for Head of School signing, by ensuring all relevant forms and information is provided.
- Organise meetings, functions and events for the Head of School and School Executive staff, including the preparation of agendas, papers, invitations, catering, venue hire & bookings.
- Manage the travel requirements for the Head of School including preparing complex travel arrangements & itineraries.
- Prepare and/or edit various documents including reports, presentations and minutes of meetings for final distribution for administrative, promotional and research matters.

**Administrative Support and Coordination**

- Manage the School’s records in compliance with University and State Government policies. Maintain effective registers, filing systems and procedures.
• Act as Secretary for School staff forums and committee meetings, including preparing meeting agendas and action lists, draft minutes and follow up actions.

• Manage incoming documentation and enquiries to determine required action and associated priorities, initiate action whenever possible and seek timely follow-up and resolution of issues as required.

• Attend to enquiries and requests for information from School and Faculty staff, students, University-wide staff and external stakeholders.

• Liaise with key University staff and administration, and external stakeholders on matters of relevance to School of Dentistry activities.

• Ensure the School website is up to date for the pages that fall under this position’s responsibility (including staff listings and operational processes) and facilitate good school communications by maintaining and auditing email groups.

• Coordinate events and School promotional activities, including facilitating logistics (e.g. venue bookings, catering, registrations and invitations) involving industry, research focused, curriculum focused, strategic planning, awards ceremonies and visitors.

• Undertake tasks and projects as directed by the Head of School and/or School Manager, these may include, assisting with drafting communications; maintaining databases; assisting with University compliance requirements.

• Participate in local projects and events in support of the School's broader activities.

• Undertake general duties including updating contact and distribution lists, maintaining stationery and office supplies, arranging and recording couriers and taxis as required, room bookings, carpark bookings for visitors and room access for staff.

• Maintain the School key register and maintain school space information, including into enterprise systems.

• Work cooperatively with the Faculty Executive Assistant Group to develop networks and support best practice within the Faculty of Health and Behavioural Sciences.

• Any other duties as reasonably directed by the Head of School and/or School Manager.

**Human Resources and Financial responsibilities**

• Manage the reimbursement of expenses for the Head of School including providing appropriate receipts for Corporate Card and other expenses in line with University financial policy and procedures.

• Support purchase of office and stationery supplies, including computing equipment.

• Coordinate the annual academic staff appraisals within the School to ensure all requirements are met.

• Coordinate visiting academics (incorporating international visitors), application paperwork, itinerary including travel arrangements where necessary.

• Manage unpaid appointments and coordinate the Academic Title Holder application process and track according to School, Faculty and University timelines.
• Support compliance with mandatory training requirements, by following up staff who have to complete.

**Other**

• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o the University’s Code of Conduct
  o 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
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University **sustainability responsibilities and procedures**
  o 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 School Manager.
SELECTION CRITERIA

- Qualifications and training equivalent to an undergraduate degree; or an equivalent combination of relevant experience and/or education/training.
- Good knowledge of the University’s administrative systems, policies, procedures and practices or an ability to rapidly acquire such knowledge.
- Well organised with the ability to work independently, prioritise workloads, meet deadlines, and use initiative demonstrating problem solving strategies and a willingness to research solutions effectively.
- Demonstrated oral, written and interpersonal communications skills, including the ability to liaise, work as part of a team, consult and negotiate with a diverse group of people, always maintaining a client/customer focused philosophy.
- Good written communication skills with experience in minute taking and distribution of minutes, meeting documents and related reports with a high level of accuracy.
- Demonstrated ability to provide a high standard of administrative and secretarial support, including, document management, complex diary management with a strong attention to detail.
- High level of computer proficiency across a range of applications including the Microsoft Office suite and the capacity to acquire knowledge of UQ systems.
- Ability to maintain confidentiality and exercise discretion, diplomacy and judgment.

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 for further information and points of contact if you require additional support.

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