POSITION DESCRIPTION

Position Title: Administration Officer
Organisation Unit: School of Mathematics and Physics
Position Number: 3046181
Type of Employment: Part-time (0.6 FTE), Fixed term for up to 5 years.
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 (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 School of Mathematics and Physics

The School of Mathematics and Physics is part of the Faculty of Science at the University of Queensland. It is the leading provider of tertiary physics, mathematics and statistics education in Queensland. Undergraduate programs offered are BMath, BSc and BSc with Honours, BAdvSci BA and BA with Honours. Coursework degrees (MSc, MDataSc, MFinMath) and research degrees (MPhil and PhD) are offered at postgraduate level. The School is internationally recognised for its research excellence and hosts a number of first class research centres. Research is carried out at the cutting edge across a broad spectrum of areas in physics, mathematics and statistics.

The position is based at the St. Lucia campus of The University of Queensland, one of the most spacious and attractive university campuses in Australia. The campus is centrally located near major public transport routes.

Details of the research interests of academic staff may be accessed on the school’s web site at http://www.smp.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 Administration Officer provides high quality administrative support to Professor Tamara Davis in running her Australian Research Council (ARC) Laureate Fellowship program into dark energy, dark matter, black holes, and cosmology.

The position is responsible for providing effective and efficient administrative services to students and staff in support of the research and engagement activities of the ARC Laureate program. This position ensures comprehensive service delivery to the Laureate Fellowship program by providing a conduit for academic staff to access the services of specialist functional teams. The incumbent will have the opportunity to be immersed in a group of inspired astrophysicists, and participate in group events.

Duties

Duties and responsibilities include, but are not limited to:
• Provide high level support to the ARC Laureate Fellow including diary management - planning for present and future commitments, as well as coordination of the ARC Laureate program events, workshops meetings and outreach
• Provide high quality administrative support to ensure the successful day to day operations of the ARC Laureate Fellowship program including:
  o Proactively manage correspondence for the Laureate program, including producing draft correspondence, while using independent judgement and discretion to redirect enquiries as necessary
  o Answering telephone and e-mail enquiries for the Laureate program and greeting visitors
  o Undertake general duties including updating contact and distribution lists, maintaining stationery and office supplies, arranging couriers and taxis as required
  o Support the development of documents and presentation materials for the Laureate program activities
• Liaise with the university functional services as well as the General Services team in the School on matters of relevance to the ARC Laureate program activities including:
  o Assisting the Science Engagement Unit with content development for the Laureate program website
  o In collaboration with the Finance Professional Services team, coordinating complex domestic and international travel, reimbursements, purchasing and receiving for staff in the Laureate program
  o In collaboration with the HR Professional Services team, providing support to the recruitment processes for the Laureate program
• Other duties or projects as assigned by the ARC Laureate Fellow or School Manager, consistent with achieving goals of the Laureate program

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 ARC Laureate Fellow, Professor Tamara Davis.
SELECTION CRITERIA

- Qualifications and training equivalent to an undergraduate degree; or an equivalent combination of relevant experience and/or education/training.
- High level of interpersonal, written, and oral communication skills including the ability to communicate effectively and build rapport with a diverse range of clients and stakeholders both within and outside the university.
- Strong organisational skills including ability to prioritise work and manage competing deadlines.
- Demonstrated creativity and problem-solving skills and a willingness to undertake new activities as the need arises.
- The ability to apply initiative to tasks and work independently.
- Ability to learn and respond to the change in processes, procedures and business needs positively.
- Proven ability to exercise tact, discretion and sensitivity in situations of a confidential and sensitive nature.
- Sound knowledge of key administrative policies and processes in a University or the ability to rapidly acquire that knowledge.
- Well-developed computer skills, including knowledge of the MS Office suite.
- Work experience in an area of student, research or academic administration in a university or other educational provider is highly desirable.
- Experience in website content development and/or Drupal is highly 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 part-time position; however flexible working arrangements may be negotiated.

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