POSITION DESCRIPTION

Position Title: Administrative Assistant
Organisation Unit: Legal Services
Position Number: 3008353
Type of Employment: Full Time, Continuing
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**

Led by the General Counsel, UQ Legal Services is responsible for the delivery of legal services to the Vice-Chancellor, executive management and other key decision makers at UQ in order to support the achievement of UQ’s strategic objectives while protecting its interests. The General Counsel reports to the Chief Operating Officer and is part of the Chief Operating Officer’s senior management team.

UQ Legal Services is currently comprised of:

- the Legal Services (Research) team which focuses on research related contracts and matters;
- the Legal Services (General) team; and
- the UQ Copyright team which deals with copyright matters.

The Legal Services (Research) team provides legal advice on research contracts and other issues that impact on research activities, including:

- commercial, contract and intellectual property law matters relating to research, including reviewing, drafting and negotiating a range of research contracts such as funding agreements, contracts for services and similar arrangements (including international consultancies); MOUs, joint ventures, collaborative research agreements, competitive tender processes, research projects, material transfer agreements, confidentiality agreements, clinical trial agreements,
- data sharing agreements, intellectual property assignment and licence agreements and
- research centre agreements;
- administrative law, including advice to ensure defensible decisions by key decision makers;
- student confidentiality and intellectual property matters;
- research misconduct investigations and processes;
- governance issues; regulatory issues; statutory interpretation;
- intellectual property issues and intellectual property commercialisation issues; and
- confidentiality, privacy, competition and consumer law and conflict of law issues.

**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](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

As Administrative Assistant, you will be responsible for providing high quality and timely legal secretarial and administrative support to the Legal Services team. You will support the Associate Director, Legal Services (Research) and a team of lawyers in Legal Services (Research).

You will work with and under the direction of the Associate Director and the Practice Manager in Legal Services. You will also assist the General Counsel and other members of the Legal team, as required from time to time, and be part of a busy, hardworking and collaborative legal team.

Duties

Duties and responsibilities include, but are not limited to:

Delivery of Administrative Assistance

- Provide confidential legal secretarial and administrative support to the Legal Services team, including word processing (min 60wpm), formatting documents, carrying out company and title searches and drafting memorandums, cover letters and other legal correspondence and documents;
- File management, including opening, closing and archiving legal files and undertaking other file management activities (i.e. following up with clients etc.) as required, in an efficient and effective manner;
- Maintain electronic files in the practice management system;
- Create reports for the General Counsel, Associate Director, Practice Manager or other lawyers as requested;
- Maintain legal requests inboxes, action requests and respond to email, telephone and other enquiries in a timely manner;
- Undertake basic research and analysis to assist the Associate Director and other staff; collate and process agreements, including scanning, photocopying and emailing agreements and other documents;
- Organise meetings, including arranging for meeting room booking and parking for visitors and clients;
- Reception duties;
- Take phone calls, demonstrating effective and courteous dealings with internal and external stakeholders;
- Update matter status in Legal's practice management system and Request for Legal Services webpage;
- Organise and log incoming & outgoing mail;
- Assist Practice Manager and the Legal Services team to troubleshoot and resolve operational issues;
- Maintain and order stationery and office supplies; and
- Perform other duties as required by the General Counsel, Associate Director and Practice Manager.
**Key Stakeholder and Relationship Management**

- Build and maintain strong and effective working relationships with internal clients, team members, clients and external stakeholders.
- Work collaboratively in a team environment and contribute towards team outcomes.

**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 Associate Director, Legal Services (Research) and the General Counsel.

**SELECTION CRITERIA**

**Essential**

- Tertiary Degree or equivalent relevant experience providing secretarial and administrative support to a busy legal or professional services team.
- Extensive experience in file management within a legal environment, including opening, closing, archiving and managing legal files in an efficient and effective manner.
- Demonstrated organizational skills including the ability to operate efficiently and effectively in a busy legal office environment with a wide and varied range of tasks; learn quickly, meet deadlines, set priorities, monitor work processes and work as part of a team.
- High level of computer competency, including the ability to use the Microsoft Office suite of programs, word processing documents, maintain databases and maintain intranet content.
- Demonstrated competence in the conduct of legal secretarial and administrative work including the ability to review work practices and update procedures and processes or the demonstrated ability to rapidly acquire such knowledge.
- Excellent written and oral communication skills. Demonstrated interpersonal skills including a professional telephone and email manner and effective liaison skills.
- Excellent time management and problem solving skills.
• High level of attention to detail and demonstrated ability to take personal responsibility for accurate and timely completion of work and seek assistance when required.
• Demonstrated ability to exercise initiative and judgement and to work independently and part of a team.
• Ability to work effectively under the supervision and direction of senior managers and lawyers.

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