POSITION DESCRIPTION

Position Title: Senior Administration Officer
Organisation Unit: Australian Institute for Bioengineering and Nanotechnology
Position Number: 3043239
Type of Employment: Fixed term, Part-time (0.3 FTE)
Classification: HEW Level 6

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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 $11 billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The University of Queensland's Australian Institute for Bioengineering and Nanotechnology (AIBN) is a dynamic multi-disciplinary research institute dedicated to developing technology to alleviate societal problems in the areas of health, energy, manufacturing and environmental sustainability. AIBN brings together the skills of more than 450 world-class researchers complimented by an extensive suite of integrated facilities, working at the intersection of biology, chemistry, engineering and computer modelling. With a reputation for delivering translational science, AIBN conducts research at the forefront of emerging technologies, and has developed strong collaborations with leading members of industry, academia and government. AIBN goes beyond basic research to develop the growth of innovative industries for the benefit of the Queensland and Australian economies. Information about the Institute can be accessed on the Institute’s web site at http://www.aibn.uq.edu.au/.

AIBN is committed to supporting the career growth of female researchers and have a number of initiatives to support females in developing and achieving a fulfilling research career at the institute. For more information, please visit our AIBN Women in Science web site at http://www.aibn.uq.edu.au/women.

This Position is based in the StemCore, a Stem Cells Limited/NCRIS stem cell functional genomics facility at the AIBN. StemCore is a state-of-the-art, not-for-profit comprehensive pluripotent stem cell and human functional genomics core facility that offers a wide range of services to biologists, from the stem cell and other fields, interested in human genome editing and functional genomics. These services include provision of NIH-listed human Embryonic Stem Cell lines (hESCs), Mouse Embryonic Fibroblasts (MEFs), off-the-shelf and custom-generated induced pluripotent stem cells (iPSCs), iPSCs genetically engineered using CRISPR/Cas9 and other approaches, and a wide range of transgenic human pluripotent stem cell tools, as well as comprehensive training in generation and maintenance of iPSCs, genotyping, mycoplasma detection, teratoma, karyotyping, and many other pertinent assays.

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 Senior Administration Officer is responsible for conducting a range of financial, customer relations and research administration tasks in consultation with the General Manager/Chief Scientific Officer. This position performs an important role in the execution of services provided to scientists and backed by >2M of funding from the centrally-funded Australia-wide NCRIS initiative obtained through the BioPlatforms-Australia.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinate the day-to-day operations of StemCore and act as first point of contact for StemCore-related external client enquiries
- Manage financial operations for prospective and current clients of StemCore, including: issuing quotations; finalising contractual arrangements and overseeing invoicing of clients; follow up on outstanding accounts
- Coordinate StemCore’s purchasing processes both internal and external to the University
- Assist in the organisation and maintenance of the StemCore activity-related databases
- Review the facility’s account, aid in resolving the discrepancies and provide monthly financial reports to the General Manager
- Assist in the preparation of yearly reports for internal and external parties
- Organise domestic and international travel arrangements for the StemCore staff
- Organise meetings, workshops and other functions if held/organized by the StemCore, including all related requirements such as invitations, venue booking, catering, distributions of papers
- Maintain the facility’s websites, and other promotional material as needed.
- Develop and maintain procedures as necessary, consistent with University Institutes, Faculties, Schools, Centres and administrative units and, if applicable, other entities

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
- 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 General Manager, StemCore.

SELECTION CRITERIA

**Essential**

- Completion of a relevant degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education or training.
- Experience in financial administration, financial reporting and account management.
- High level organisational skills with the ability to take initiative, prioritise tasks, work independently as well as a member of a team.
- Excellent interpersonal skills with the ability to communicate and establish cooperative working relationships with staff, students and external contacts.
- High level of accuracy and attention to detail with a flexible approach to meet individual task requirements.
- Experience organising a variety of meetings, workshops, conferences, functions and travel bookings.
- Demonstrated high level computer skills: word processing, databases, spreadsheets, internet and email; proficiency with use of the Microsoft Office suite.

**Desirable**

- Experience within a similar role in a University environment.

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.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.