POSITION DESCRIPTION

Position Title: Executive Administration Officer
Organisation Unit: Queensland Alliance for Agriculture and Food Innovation
Position Number: NEW
Type of Employment: Part-time (up to 20 hrs pw), fixed term
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 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 (65). 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 Queensland Alliance for Agriculture and Food Innovation (QAAFI) is a research institute of the University of Queensland (UQ) which was established in 2010 and comprises of four research centres – the Centre for Crop Science, the Centre for Horticultural Science, the Centre for Animal Science and the Centre for Nutrition and Food Sciences.

QAAFI’s team of 450 researchers, postgraduate students and support staff undertake high impact science for agriculture and food industries. The institute’s strong partnership with the Queensland Government provides our researchers with a direct link to the agriculture industry in Queensland, and world class field research facilities throughout Queensland. Agriculture is one of UQ’s highest ranked research fields nationally and internationally and QAAFI is a global leader in agricultural research in subtropical and tropical production systems.

QAAFI scientists are driven to make a difference to the agriculture and food industries and have over 150 collaborators worldwide.

Details of the research interests of the Institute may be accessed on the Institute’s web site at http://www.qaafi.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

Provide high level executive assistance and administrative support to the Institute Director and other Senior Institute staff.

The appointee will work with academic and administrative staff at all levels. There will be a need to liaise with senior University staff and staff in other Central Administration divisions, Faculties, schools, Institutes and external agencies.

Duties

Duties and responsibilities include, but are not limited to:

Administrative Duties

- Provide support to the Directors and other Institute staff including drafting non-standard correspondence, word processing, recording and distributing correspondence and filing;
- Manage appointments and the daily diary for the Institute Director and Deputy Director, including follow-up and reminders, organise meeting papers;
- Refer correspondence or enquiries, for action or advice, to relevant officers and seek timely follow up and resolution of issues as required;
- Undertake reception duties if necessary, including receiving and assisting visitors,
- Co-ordinate travel arrangements and accommodation bookings for the Institute Director, Institute staff and their visitors as required;
- Act as Minute Secretary and prepare agendas for various meetings;
- Handle all aspects of event planning and coordination of corporate events including booking venues, catering, producing seminar materials and promotion;
- Assist staff and students to complete Travel Forms and travel bookings
- Procurement of items
- Providing research staff and students with assistance on University policies and University related requests.
- Other duties as assigned by the Deputy Director.
- Reconciliation of purchasing cards for QAAFI research staff
- Assisting with general financial processing as required.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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 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 Executive Assistant to the Director.
SELECTION CRITERIA

*Essential*

- Completion of an undergraduate degree; completion of an associate diploma and at least 2 years subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training;
- Demonstrated competence in the conduct of administrative work including the ability to review work practices and update procedures and processes or the demonstrated ability to rapidly acquire such knowledge;
- Demonstrated competency in word processing, spreadsheet skills and in particular with the Microsoft suite of products and internet search tools;
- Well developed organizational, planning, record keeping and time management skills;
- Demonstrated high quality customer service;
- Demonstrated experience in providing executive assistance and administrative support to senior staff in a complex organisation;
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person with a wide range of clients including senior staff of the University;
- Ability to prioritise own workload, work independently and meet deadlines;
- Commitment to accuracy and attention to detail.

*The University of Queensland is committed to equity, diversity and inclusion.*