POSITION DESCRIPTION

Position Title: Assistant Administrative Officer – Facilities
Organisation Unit: University of Queensland Library
Library Corporate Services
Position Number: NEW
Type of Employment: Part time / Fixed Term
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 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.

**The University of Queensland Library**

The Library is integral to learning, discovery and engagement at The University of Queensland. We provide access to quality scholarly information resources and quality client focused services and spaces to support teaching and research at The University of Queensland. We partner with the UQ and wider community to provide pathways to enrich learning and research.”

The Library’s collection is one of the largest academic collections in Australia and by far the largest in Queensland. The collection encompasses more than 2.5 million volumes, a burgeoning online collection of approximately 75,000 distinct journal titles in electronic and/or print format, over 500,000 electronic books and over 1,000 networked databases, as well as manuscripts, microform and pictorial collections.

Information about the University of Queensland Library including its Profile and Strategic Plan is available at [www.library.uq.edu.au](http://www.library.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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

This position provides administrative support to the Administrative Officer Facilities and the Personal Assistant, Library Corporate Services.

**Duties**

Duties and responsibilities include, but are not limited to:

- Maintain WH&S systems and procedures within the library including:
  - Act as Secretary for Library Health Safety and Wellness Committee meetings
  - Undertake initial investigation of any WH&S issues including accidents, hazards and incidents, maintain required documentation and follow up where necessary
  - Liaise with Library Management and/or Health, Safety and Wellness division to ensure compliance is maintained/monitored with University WH&S policies, procedures and guidelines.
  - Maintain First Aid Officer Documentation for library
Engage contractors to perform testing & tagging compliance annually for all Library locations

- Liaise with Library staff and Supervisors of Property and facilities regarding cleaning issues, and request repairs and maintenance.
- Assist the Manager, Corporate Services with security and other matters including proximity card access and stock-take and space planning audit
- Undertake a range of general administration duties such as reception duties, room bookings, assistance with Library functions, and updating library hours on the website and signage.
- Provide backup support to the Personal Assistant as required including staff travel arrangements, diary arrangements and staff development activities.
- Other duties as required.

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 Administrative Officer Facilities.

SELECTION CRITERIA

Essential

- A Diploma level qualification in either Business, Business Administration or Facilities Management with relevant work experience or an equivalent combination of relevant work experience and/or education/training
- Sound administrative experience particularly in relation to facilities and financial matters.
- A sound level of knowledge of Workplace Health and Safety Legislation and the University’s Workplace Health and Safety policies or the ability to quickly acquire knowledge.
- Good analytical skills and attention to detail.
• High level organizational skills and the ability to meet deadlines in a pressured environment.

• Excellent interpersonal and communication skills, and capacity to work effectively within a team.

• Good understanding of information technology and its application to office management.

Desirable

• Previous experience as a Workplace Health & Safety Officer.

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.