POSITION DESCRIPTION

Position Title: Administration Officer
Organisation Unit: Faculty of Medicine
Position Number: 3037387
Type of Employment: Part-time, Fixed Term to 11 March 2019
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 (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 $11billion+ (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.

**Faculty of Medicine**

The Faculty of Medicine is an internationally recognised provider of world-class education and research. A research-intensive Faculty, we have a gross budget in excess of $300M, employ approximately 1,500 continuing and fixed-term staff (headcount), have a community of more than 4,000 non-salaried academic appointees and teach around 4,000 full-time equivalent coursework students (EFTSL).

We offer Australia’s largest medical degree program for graduates and school-leavers and undergraduate and postgraduate programs are available in the disciplines of Medicine, Biomedical Sciences, Public Health, Health Sciences, eHealth, and Mental Health.

The Faculty of Medicine possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain, which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further detail is available at www.mbs.uq.edu.au.

We discover. We innovate. We lead.

**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

To provide a high quality administrative support for Head, School of Clinical Medicine and Head, RBWH Clinical School – students, staff and stakeholders.

Duties

The distribution and scope of duties and responsibilities may vary according to the relevant Executive’s requirements and include, but are not limited to:

- Effective and efficient coordination of meetings including room bookings, conferences, diary management, travel arrangements (travel reports), telecommunications needs, catering, parking and RSVP lists. Managing/multitasking all other day-to-day issues requests relating to the relevant Executive’s schedule;
- Oversight and coordination of information and administrative flow within the relevant Executive’s office and develop productive relationships at all levels of the University;
- Accurate recording of meeting discussions and outcomes and following up on meeting action items as designated. Provide high level confidential secretarial support as needed;
- Prepare and manage correspondence and enquiries, by referring for action or advice and seek timely follow-up and resolution of issues as required;
- Maintain effective records and archive management systems;
- Proactively screen the relevant Executive from unnecessary interruptions and use discretion to redirect enquiries as necessary, whilst maintaining a high level of professionalism and confidentiality;
- Coordinate, monitor and maintain the process of annual appraisals (for Heads of Schools, Directors of Centres/Institutes and senior executive team) and manage professorial promotions;
- Attend to all visitors, extending suitable hospitality;

Travel and Out of Hours Work

- Attendance at programs, functions or to work on projects outside normal business hours may be 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 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 Faculty Operations Manager.

SELECTION CRITERIA

Essential

- Completion of a degree and / or have a minimum of two years’ relevant experience
  within a large/complex organisation;
- Excellent verbal and written communication skills;
- Experience with Word processing and databases including Microsoft Word, Outlook,
  Excel and PowerPoint;
- Proactive organisational skills and ability to problem solve in a fast paced environment;
- Ability to work as part of a team;
- Excellent multitasker;
- High degree of accuracy and demonstrated attention to detail;
- Ability to independently prepare correspondence and documents to a high standard;
- Able to represent the Faculty in a professional manner, showing integrity, diplomacy,
  confidentiality and sensitivity in communicating with a wide range of client groups;
- Ability to prioritise work at short notice and prioritise competing work demands.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander
peoples. For further information please contact our Australian Indigenous
Employment Coordinator at: atsi_recruitment@uq.edu.au
Applications are also encouraged from women.