



Executive Assistant to the Executive Director

FACILITIES MANAGEMENT
ADMINISTRATIVE DIVISION



About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Division of Administrative Services (DAS)

The Division plays an integral role in assisting the University to achieve its teaching, research and service goals in two important ways: firstly by providing management and support services in relation to students and staff through a range of operations; and secondly through its role as the custodian of the University's legislative obligations and standards, governance and policy.

About Facilities Management

The Facilities Management Department within the Division of Administrative Services is responsible for managing the process of planning, design, construction, maintenance and operation of the physical facilities, and the provision of a range of support services across the University's two main campuses at Gardens Point, Kelvin Grove and a range of smaller offsite facilities. Some of the areas Facilities Management are Physical infrastructure and campus services including capital developments, minor works and refurbishments, maintenance and operations, security, campus services and business operations such as catering and the bookshop.

About the Position

The Personal Assistant is responsible for providing a full range of secretarial support to the Executive Director of Facilities Management. The position requires advanced organisational and interpersonal skills as well as the ability to use a range of IT applications.

The Personal Assistant interacts, on a daily basis, with the Facilities Management Executive Team, staff at all levels across the University, Government, industry and professional bodies as well as the wider community.

This position reports to the Business Operations Manager for supervision, workload

management and for Performance Planning and Review (PPR). The position will have strong liaison with the Business Operations Manager and the rest of the administrative roles within Facilities Management.

Key responsibilities include:

- Providing confidential executive and administrative support to the Executive Director in a dynamic and changing environment with tight deadlines.
- Proactive and tactical diary management involving scheduling internal and external meetings including booking of rooms and resources, catering and arranging parking permits.
- Using Microsoft Outlook to help manage email, maintain diaries, and prepare for meetings ensuring all relevant papers are accessible.
- Coordinating communications to the office in a timely manner including screening, prioritising and redirecting as appropriate to ensure high quality client service to staff across QUT.
- Providing a high standard of accuracy and attention to detail in the preparation and updating of a wide range of formal correspondence and communication materials including reports, submissions, policies and procedures, memos, letters and conference papers.
- Organise and reconcile travel arrangements for the Executive Director and staff of the Director's office including itineraries, airfares, car hire, accommodation, taxis etc and other Associate Directors as required.
- Maintain an efficient record management system - both electronic and paper-based.
- Arrange Performance Planning and Review (PPR) meetings for executive management staff.
- Initiate appointment records in QUT Appointments, and maintain timesheets and electronic and paper based records for staff within the Director's office.
- Work closely with Business Operation Manager to undertake ad-hoc administrative and secretarial support duties as required.
- Ensure compliance with health, safety and environment policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant

classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;

- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to completion of an associate diploma level qualification with at least two years relevant work related experience.
2. Demonstrated written communication skills including the ability to draft routine correspondence such as memoranda, meeting agendas and minutes with a high degree of accuracy.
3. Demonstrated interpersonal skills including the proven ability to liaise effectively with and provide excellent client service to a diverse range of people in a professional manner while maintaining confidentiality and discretion.
4. Organisational skills that enable the appointee to prioritise work, meet deadlines and balance competing demands.
5. Extensive experience in an executive support or senior secretarial role within a large organisation.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 5 (HEW5) which has an annual remuneration range of \$79,654 to \$89,842 pa. Which is inclusive of an annual salary range of \$67,883 to \$76,566 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary

increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

This position is open to ongoing staff whose substantive position is redundant or a staff member whose substantive position is in a job family to be reduced in size or any ongoing, fixed-term, casual or sessional staff member including those employed on or after 23 April 2020. Indigenous Australians who have not been employed by QUT previously are also eligible and are encouraged to apply.

If there are applications from phase 1 eligible staff, these will be assessed by the selection panel. In the event that there are no suitable candidates from phase 1, applications from phase 2 candidates will be provided to the Selection Panel.

For further information about the position, please contact David Martin Guerra, Business Operations Manager, on (07) 3138 8610; or for further information about working at QUT contact Human Resources on (07) 3138 4104

Candidates who are interested in the position

are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

How to Apply

For further information and to apply, please visit www.qut.edu.au/jobs for reference number **21189**.

When applying for this position we encourage you to upload your response to the selection criteria.

Applications close 1 March 2021