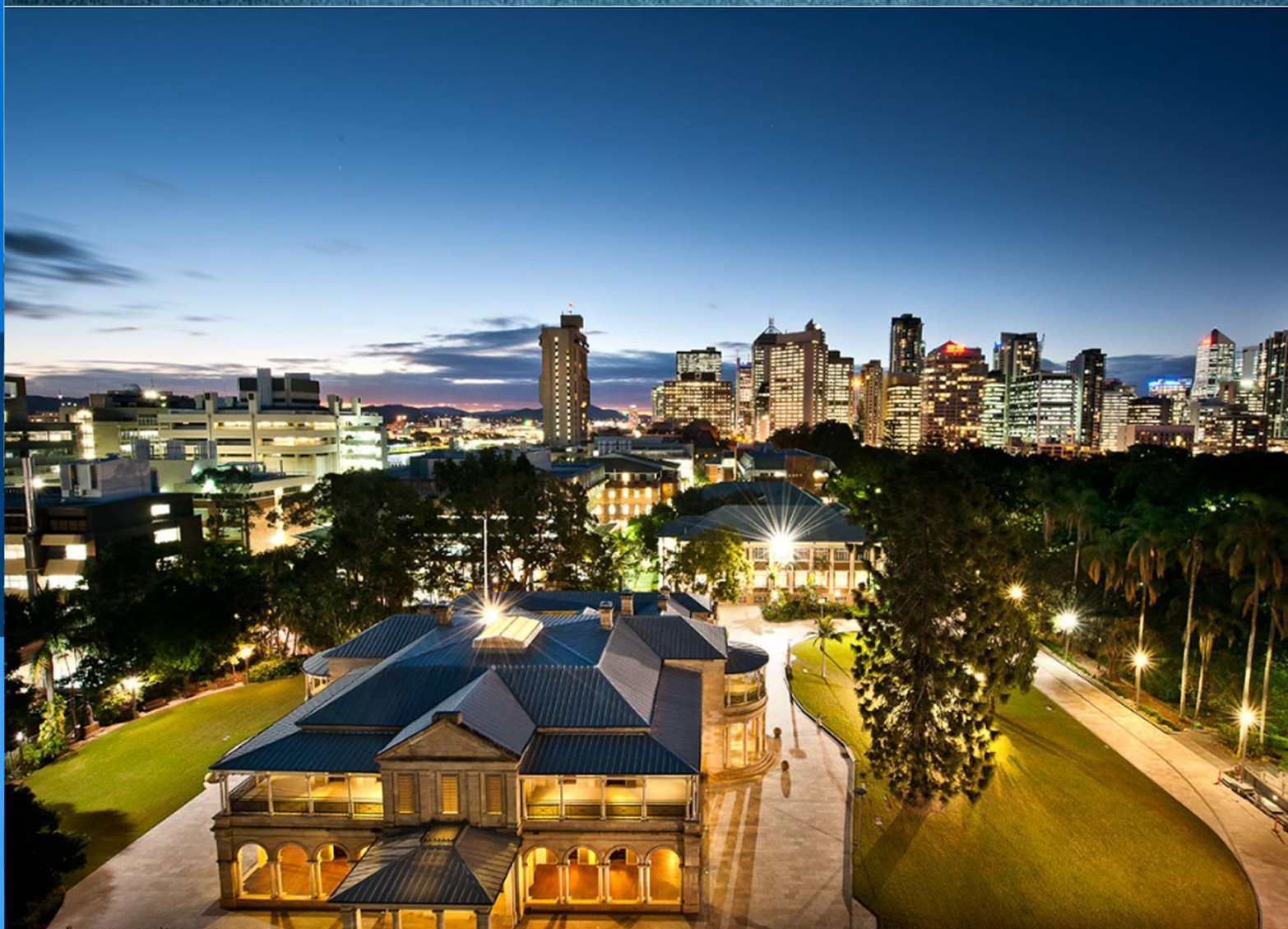


# **Executive Assistant to the Deputy Vice-Chancellor and Vice-President (Research)**

**Research Portfolio**

**Academic Division**



**the university  
for the real world**



## 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](http://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 Research Portfolio

QUT has experienced the strongest, sustained research growth of any university in the sector over the last ten years. The scale and complexity of research at QUT has reached a level that requires enhanced processes and resources to support the University's research community in meeting its aspirations and compliance obligations.

The Research Portfolio provides high quality support and training and conducts compliance and reporting across a range of obligations at an organisational level in an environment of dynamic growth in cross institutional collaborations.

The Portfolio is currently comprised of five units including (but not limited to):

**Office of Research Services (ORS)** provides high quality support and assistance to QUT staff, students, collaborators and partners to identify, attract and manage funding from competitive, commercial, programmatic and consultancy sources. The Office also manages the university's research management platforms and coordinates internal and external research reporting.

**Office of Research Ethics and Integrity (OREI)** assists researchers in seeking ethical approval and governance of all human, animal and biological related research and in meeting statutory and research integrity obligations. OREI arranges research integrity, ethics and biosafety training.

**Office of eResearch** capitalises on digital disruption to deliver high-impact, transdisciplinary research. The Office works in partnership with researchers and end users to develop technological solutions that solve real-world problems by understanding the research question, bringing clarity to the technical and socio-technical challenges and applying leading-edge technology to develop solutions that meet the needs of QUT's stakeholders.

**Graduate Research Centre (GRC)** provides support and advice to higher degree research (HDR) candidates and supervisors across the HDR lifecycle including admissions and enrolment, award and administration of scholarships, candidature management and thesis examination.

**Graduate Research Education and Development (GRE+D)** supports learning and skills development for all research students and their supervisors, thereby preparing industry and work ready research graduates.

## About the Position

The Executive Assistant provides high level secretarial and executive assistant support to the Deputy Vice-Chancellor and Vice-President (Research). The principal duties of this position include management of the Deputy Vice-Chancellor's daily schedule, travel arrangements, communications, liaison with internal and external clients, and general office management and duties.

Work outside regular hours, but within the normal span of hours (Mon-Fri 8:00am to 6:00pm), may be required on occasion to respond to unexpected tasks at short notice or cover staff absences.

This position reports to the Director, Office of the Deputy Vice-Chancellor (Research) for supervision, workload management and for Performance Planning and Review (PPR).

### Key responsibilities include:

- Diary management, scheduling internal and external meetings in advance or at short notice, many of which involve attendees with complex diaries.
- Provide a high standard of accuracy and attention to detail in the preparation and updating of a wide range of documents including reports, submissions, policies and procedures, presentations, correspondence and conference papers.
- Coordinate communications to the office in a timely manner including screening, prioritising and redirecting as appropriate to ensure high quality client service to staff in the Portflio, across QUT and people external to QUT.
- Organise domestic and overseas travel according to QUT financial procedures, preparing travel itineraries and supporting documentation.

- Maintain records management systems for the office including responsibility for capturing records and documents on the university's electronic records management system.
- Placing orders and/or paying for goods and/or services on behalf of the Deputy Vice-Chancellor, reconciling corporate card orders with invoices, as necessary, on a regular basis, and processing claims forms.
- Provide support on special projects as required.
- Compliance with health and safety 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

Gardens Point campus.

## Selection Criteria

1. Education and training equivalent to a degree level qualification in a relevant area e.g. Business, and a minimum of three years of experience in an executive support or senior secretarial role.
2. Evidence of highly developed interpersonal skills including ability to connect and collaborate with a diverse range of people at all levels in a professional manner, often under pressure, while maintaining appropriate confidentiality. This must include proven ability to liaise professionally with corporate entities and government departments.
3. Advanced written communication skills including the ability to draft complex correspondence, submissions, reports, emails, meeting agendas and minutes with a high degree of accuracy.
4. Highly developed digital literacy skills including Microsoft Office, electronic records management systems and

databases.

5. Highly developed planning skills, including the ability to think ahead, multi-task, prioritise and meet deadlines with excellent attention to detail. This must include proven ability to effectively manage complex, variable meeting and travel arrangements.
6. Ability to embrace and manage change, and respond to unexpected challenges at short notice, while maintaining a calm and efficient manner.

### Remuneration and Benefits

The classification for this position is Higher Education Worker Level 6 (HEW6) which has an annual remuneration range of \$92,402 to \$100,051 pa. Which is inclusive of an annual salary range of \$78,747 to \$85,266 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

The 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.

For further information about the position, please contact Dr Lisa Leeton, Director, Office of the Deputy Vice-Chancellor (Research and Innovation) on (07) 3138 9062; or for further information about working at QUT contact Human Resources on (07) 3138 5000.

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](http://www.qut.edu.au/jobs) for reference number **21007**.

When applying for this position, a Curriculum Vitae and up to a two-page covering letter outlining your suitability for the role against the selection criteria will be required.

**Applications close 17 January 2021**