

Executive Assistant

Faculty of Creative Industries, Education and Social
Justice

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.

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 School of Justice

The School of Justice, Faculty of Creative Industries, Education and Social Justice, Queensland University of Technology, is home to distinguished international researchers and a leader in high-impact interdisciplinary research. It's Journal, the International Journal for Crime, Justice and Social Democracy is ranked by Scopus as Q1 (Quartile 1) for journal quality in the subject category "Law" in the latest Scimago rankings. In 2012 the School established the Crime, Justice and Social Democracy Research Centre (CJSD) which recently changed its name to the QUT Centre for Justice and is now recognised as a Tier 1 QUT Research Centre, representing a priority area of research for the University.

About the Position

The Executive Assistant provides executive support to the Head, School of Justice including high level administration support, and planning and advice. The position works collaboratively with key stakeholders and other staff to deliver exceptional service and support.

Confidentiality, discretion and consistent sound judgement are critical attributes for this role.

The Executive Assistant displays outstanding organisational skills in supporting the School of Justice with time management, diary management, travel organisation and correspondence.

The position is also responsible for developing, refining and maintaining office administration processes and supporting the area in general administration.

This position reports to the Head, School of Justice for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Provide confidential executive support including proactive and tactical diary management, liaison with internal and external stakeholders, preparation for meetings, and preparing and drafting correspondence.
- Promptly and professionally answering, triaging, or redirecting incoming correspondence, ensuring that business is appropriately prioritised, and that outstanding matters are followed up and completed to deadlines.
- Manage documents and workflow, including incoming mail prioritisation.
- Administer Human Resource workflow, including advertisements, appointments, timesheets, visiting and honorary appointments and Performance Planning and Review meetings.
- Drafting and proofreading correspondence or other documents and presentations, taking notes or minutes as required.
- Develop, implement and maintain systems and processes to ensure efficient operations of the office.
- Organise functions, training and events, including invitations, venue bookings, equipment hire, catering and visitor parking.
- Coordination of all travel arrangements for the Executive, visitors and others including itineraries, airfares, visa, car hire, accommodation and taxis including organising reconciliation and reimbursement of travel expenses and post travel finance reporting.
- Undertake data collection in order to provide information and/or advice on specific issues.
- Act as Secretary to committees and staff meetings, and provide minute taking duties for any other required meetings as requested.
- Assist in projects and audits, undertaking other significant administrative tasks 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; and
- work across campuses.

Type of appointment

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

Location

Kelvin Grove and Gardens Point campus.

Selection Criteria

1. Education, training or relevant experience equivalent to completion of an associate diploma with at least two (2) years' subsequent relevant experience or an equivalent combination of relevant experience and/or education training.
2. High level interpersonal skills with the ability to provide confidential executive support with proven ability to collaborate and communicate with a wide range of internal and external stakeholders in a professional manner.
3. Demonstrated digital literacy skills including ability to effectively work with Microsoft suite of products as well as corporate systems and other information sources to extract and interpret data.
4. Demonstrated ability to use initiative to solve problems, manage priorities to meet deadlines, and work productively within a team to support a wide range of stakeholders internally, nationally and internationally.
5. Demonstrated high level written communication skills including the ability to draft memoranda, meeting agendas and minutes, correspondence, submissions and emails with a high degree of accuracy and attention to detail.
6. High level ability to manage time and tasks effectively including prioritising work, meeting deadlines and balancing competing demands as well as the ability to work effectively with limited supervision.

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 inclusive of an annual salary range of \$67,883 to \$76,566 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 Professor John Scott, Head, School of Justice, on (07) 3138 7126; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

QUT is proud to be an inaugural Athena SWAN charter member. We have extensive and established support programs for women in STEMM. For more information on the Athena SWAN charter, contact Tracy Straughan on (07) 3138 1584.

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 **20767**.

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

Applications close 22 December 2020

