

School Administration Officer (2 positions available)

Faculty of Engineering



**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 Position

The School Administration Officer provides high quality school based administrative support in the Faculty of Engineering, undertaking a broad range of duties across all areas, including teaching and research support, student enquiries, and events and travel coordination.

The School Administration Officer works closely with the Senior School Coordinator, School Executive Assistant and other specialised roles to meet the administrative requirements of the School, delivering exceptional outcomes and service to internal and external stakeholders. The School Administration Officer collaborates on and contributes to a range of major projects within the School and wider Faculty.

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

Key responsibilities include:

- Prepare documents and spreadsheets, including written responses to enquiries, using intermediate functions of software packages including Microsoft Office.
- Assist the Senior School Coordinator and nominated senior managers with organising local events and arrangements for special visitors.
- Under the guidance of the Senior School Coordinator assist with the collation of data and information and ensure that records are kept in accordance with university policy and practice and ensure confidentiality as appropriate.
- Support major space related projects within the Faculty, to ensure projects are completed within agreed timeframes and budgets.
- Identify and submit requests for minor works, liaising with the Facilities Management section and external contractors to ensure works are completed within a reasonable timeframe and coordinating with stakeholders to ensure minimal disruption.

- Assist to coordinate space relocations within the faculty and ensure space information in both the Faculty's and University systems are updated in a timely manner and assist with the annual space audit.
 - Where necessary, provide a professional reception and general office service by answering telephone, counter and email enquiries from staff, students and the general public.
 - Contribute to the Faculty's administrative strength by:
 - showing initiative and proposing changes which will improve service to staff and students and reduce costs
 - engaging and communicating with staff to keep them up-to-date with the operations of the school and faculty and identifying problems and proposing/ implementing solutions which improve the work environment
 - assist other Faculty teams during times of peak workload and with large-scale events.
 - Comply with health and safety policies, procedures, hazard reporting and safe work practices.
2. High level interpersonal skills with the ability to provide professional administrative support with proven ability to collaborate and communicate with a range of people at all levels both within QUT and external to QUT.
 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 without close supervision to support a wide range of stakeholders.
 5. Strong 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.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 5 (HEW5) which has an annual remuneration range of \$79,424 to \$89,582 pa. Which includes 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

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 a/an ongoing, full-time basis for

Location

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 in an administrative position, or an equivalent combination of relevant experience and/or education training.

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.

