



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

Appointment of

# Administration Officer – Identified s25

UQ POCHE CENTRE FOR INDIGENOUS HEALTH



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## Acknowledgement of Country

**The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which UQ operates. We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country. We recognise their valuable contributions to Australian and global society.**

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## Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a world-class faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty consists of six schools and six centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- National Centre for Youth Substance Use Research (NCYSUR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- UQ POCHE Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at [habs.uq.edu.au](https://habs.uq.edu.au).

## UQ Poche Centre for Indigenous Health

UQ Poche Centre for Indigenous Health was established following a \$10 million donation to UQ from Mr Greg Poche AO and Mrs Kay van Norton Poche AO. The Centre brings together Indigenous and health expertise and works collaboratively with Indigenous community organisations and health providers to transform Aboriginal and Torres Strait Islander peoples' experiences of injustice and inequity in health and wellbeing. The UQ Poche Centre works in urban, regional and remote settings across Australia, and with other Indigenous peoples internationally. With a mandate to respond to challenges in Indigenous health, the Centre undertakes and facilitates a broad range of transdisciplinary research activities as well as developing a next generation of researchers to rise to the challenge of Indigenous health research.

More information about the UQ Poche Centre is available at [poche.centre.uq.edu.au](https://poche.centre.uq.edu.au).



## Role of the Administration Officer

### About this opportunity

We are seeking a highly motivated and very organised Administration Officer to support the effective and efficient operation of the Poche Centre for Indigenous Health.

Reporting to the Centre Manager, the role is responsible for delivering a wide range of administrative processes in support of team/office outcomes.

### Duties

Duties and responsibilities include, but are not limited to:

- Providing high level administrative support and office coordination for the Centre.
- Functioning as the initial point of contact for enquiries, including responding to routine and non-routine queries involving interpretation of policy and procedures.
- Maintaining calendars, including reminders and the organisation of meeting papers, speaking arrangements and other commitments.
- Competently utilising a range of desktop-based programs and management information systems.
- Liaising with internal and external stakeholders to maintain relationships which support the operational outcomes for the office/function/department.
- Processing and/or drafting office correspondence for stakeholder review.
- Developing and maintaining standard operating procedures for the effective and efficient functioning of the office.
- Organising the office financials, for example managing reimbursements and other expenses according to University financial policy and procedures.
- Providing high-level administrative support to committees and meetings, including scheduling, distributing relevant documentation, taking minutes, and coordinating RSVPs and attendances.
- Assisting with travel coordination – lodging travel requests, reconciling travel statements, booking flights and accommodation.
- Providing administrative support to projects and initiatives.
- Arranging purchases for general office function and hospitality.
- Organising and supporting the functioning of routine and non-routine events and other activities as relevant to the office.



## 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, Faculty, Institute or School.
- The adoption of 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.



## About you

### Essential

The University of Queensland considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this position under s25 of the *Anti-Discrimination Act 1991(Qld)* and the filling of this position constitute a special/equal opportunity measure under section 8(1) of the *Racial Discrimination Act 1975 (Cth)*.

The position is therefore only open to Australian Aboriginal and/or Torres Strait Islander people.

The successful candidate will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

### Additional criteria includes:

We are looking for someone with effective administration, coordination and interpersonal communication skills, effective organisational and time management skills and is committed to providing a high level of customer service.

If you feel that you meet some, but not all of the below criteria, we encourage you to reach out for a confidential discussion about your skills and experience:

- A degree or diploma with subsequent relevant experience or secretarial administrative experience or an equivalent combination of relevant experience and/or education training.
- Demonstrated ability to engage with Aboriginal and Torres Strait Islander peoples and communities.
- Demonstrated skills in providing a high level of customer service, including effective interpersonal skills.
- Demonstrated high level of proficiency in the Microsoft Office suite (Word, Excel, PowerPoint and Outlook)
- Effective organisational, time management and problem solving skills
- Experience working as a team member in a busy environment.
- Supervisory skills
- Working knowledge of University administrative systems, policies and procedures or the capacity to rapidly acquire this knowledge.

### Additional information

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's [Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to [talent@uq.edu.au](mailto:talent@uq.edu.au).



## What we can offer

This is a full-time (100%), fixed-term position for up to three years.

At HEW Level 5, the full-time equivalent base salary will be in the range \$77,396 – \$86,029, plus a generous super allowance of up to 17%. The total FTE package will be up to \$90,553 – \$100,654 annually. As these roles are covered by an Enterprise Agreement, you will also receive regular remuneration increases in line with the Enterprise Agreement.

You will be able to take advantage of [UQ Sport Facilities](#), recreation leave loading (of 17.5%), salary sacrificing options, discounted private health insurance, [development programs](#) and many other benefits.

For further information, please review [The University of Queensland's Enterprise Bargaining Agreement 2021-2026](#).

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## How to apply

All applicants must supply the following documents through the [UQ Careers](#) portal:

- Cover letter addressing key selection criteria
- Resume

To satisfy prerequisite questions and ensure your application can be considered in full, all candidates must apply via the [UQ Careers](#) portal by the job closing deadline. Applications received via other channels including direct email will not be accepted.



## The University of Queensland

For more than a century, The University of Queensland (UQ) has created positive change for society by delivering knowledge leadership for a better world.

UQ ranks among the world's top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking (35), U.S. News Best Global Universities Rankings (36), the Performance Ranking of Scientific Papers for World Universities (33), QS World University Rankings (43), Academic Ranking of World Universities (51), and Times Higher Education World University Rankings (70).

At UQ, we're changing the way higher education is imagined and experienced. Our students enjoy a rich campus experience, including a range of accommodation options, as well as innovative and flexible learning pathways, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment.

More than 55,000 students – including the majority of Queensland's highest academic achievers as well as top interstate and overseas students – study across UQ's 4 beautiful campuses in South East Queensland at St Lucia, Herston and Gatton. They include around 20,000 postgraduate and approximately 21,500 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more national teaching awards than any other Australian university, UQ is committed to providing students with the best opportunities and practical experiences during their time with us, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

UQ's 332,000 graduates are an engaged network of global alumni spanning 184 countries, and include more than 17,700 PhDs.

UQ's 6 faculties, 8 globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 2,500 scientists, social scientists and engineers, who champion research excellence and continue UQ's tradition of research leadership. This is reflected in UQ being the number one recipient of Australian Research Council Fellowships and Awards nationally across all scheme years (452 awards worth \$339 million).

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than \$57 billion.

UQ is one of only 4 Australian members of the global Universitas 21, a founding member of the Group of Eight (Go8) universities, a member of Universities Australia, and a member of the Association of Pacific Rim Universities (APRU).

UQ employs more than 7,500 academic and professional staff (full-time equivalent) and has a \$2.47 billion annual operating budget.

### Governance

The University of Queensland is governed by a 22-member Senate representing University and community interests. Senate is led by the Chancellor, elected by the Senate. The University of Queensland Act 1998 grants Senate wide powers to appoint staff, manage and control University affairs and property, and manage and control finances to promote the University's interests.

[uq.edu.au/about/governance](http://uq.edu.au/about/governance)





## Working at UQ

UQ is a great place to work and is a culturally inclusive space for staff and students, where diversity is valued. The University of Queensland (UQ) acknowledges and respects Aboriginal and Torres Strait Islander peoples as First Australians. We value and celebrate the uniqueness of knowledges, cultures, histories and languages that have been created and shared for at least 65,000 years.

Our values guide our behaviour and provide the foundation of our culture. The [UQ Strategic Plan 2022-2025](#) articulates these values, what we strive for, how we work together, and our commitment to discovering and sharing truth.

### Our values

#### *What we strive for*

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##### **Creativity**

We apply our creativity as a way of seeking progress. We value new ideas, seek fresh perspectives and pursue game-changing innovations and opportunities.

##### **Excellence**

We strive for excellence in everything we do. We apply the highest standards to our work to achieve the greatest impact for the benefit of communities everywhere.

#### *Central to what we do*

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##### **Truth**

Truth is central to all that we do as a university. We seek truth through our focus on the advancement and dissemination of knowledge, and our deep commitment to academic freedom and freedom of expression.

#### *How we work together*

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##### **Integrity**

We always act with integrity. As stewards of the University's resources and reputation, we are honest, ethical and principled.

##### **Courage**

We are courageous in our decision-making. We are ambitious, bold and agile. We demonstrate moral courage, so that we are always guided by a sense of what is right.

##### **Respect and inclusivity**

We provide a caring, inclusive and empowering environment for all. We engage respectfully with one another and promote the value that our diversity brings to our whole community.



UQ is committed to Aboriginal and Torres Strait Islander peoples' learning, discovery and engagement. The University's Strategic Plan outlines strategies aimed at increasing opportunities for Aboriginal and Torres Strait Islander peoples, which are supported through the development of a Reconciliation Action Plan and Aboriginal and Torres Strait Islander Employment Strategy. Here in Australia, we especially want to play a leading role in reconciliation as advocates with and for Aboriginal and Torres Strait Islander peoples and communities.

At a national level, in partnership with Aboriginal and Torres Strait Islander communities, we will embed reconciliation across the University's operations to achieve and implement a 'Stretch' Reconciliation Action Plan (RAP) by 2025.

The Aboriginal and Torres Strait Islander Research and Innovation Strategy will support Indigenous researchers and empower research excellence that benefits Aboriginal and Torres Strait Islander peoples, communities and organisations. We aspire to play a leading role in reconciliation as advocates with and for Aboriginal and Torres Strait Islander peoples and communities—especially through truth telling and building greater cultural understanding.

UQ provides staff with a beautiful working location and welcoming campus culture. Working at UQ will provide you with a range of benefits including:

- flexible working culture, with access to a range of flexible working arrangements;
- cultural leave for Aboriginal and Torres Strait Islander staff;
- access to services on campus, including childcare centres;
- health and wellbeing initiatives; and
- opportunities to connect with staff networks, such as the Aboriginal and Torres Strait Islander Staff Network and the UQ Ally Network.

The University of Queensland believes in maintaining a safe work environment for all, which is why we are introducing a COVID-19 vaccination requirement that all staff be fully vaccinated, subject to limited exemptions.

More information about life at UQ including staff benefits, relocation and UQ campuses is available at: [staff.uq.edu.au/information-and-services/human-resources](https://staff.uq.edu.au/information-and-services/human-resources)



## Cultural support at UQ

Workplace Diversity and Inclusion provides information and support to staff and prospective staff and drives strategies and initiatives to create a safe, welcoming and inclusive space for staff at UQ that values the strength of diversity. The Indigenous Employment Team is responsible for the development and implementation of the [Aboriginal and Torres Strait Islander Employment Strategy 2019–2022](#) which aims to support Aboriginal and Torres Strait Islander people and staff through three main objectives:

### *Grow*

**Position UQ as an employer of choice for Aboriginal and Torres Strait Islander peoples in all levels and areas of the University.**

### *Develop*

**Provide access to career development opportunities for Aboriginal and Torres Strait Islander staff.**

### *Respect*

**Develop a workplace that values the contribution and positive difference that Aboriginal and Torres Strait Islander staff provide.**

Aboriginal and Torres Strait Islander staff at UQ are encouraged to celebrate their culture, history and country and are entitled to five days of cultural leave annually to attend cultural activities, obligations and ceremony.

The [Deputy Vice-Chancellor \(Indigenous Engagement\)](#) is responsible for leading the implementation of UQ's first [Reconciliation Action Plan](#) and strengthening leadership within the University in relation to Indigenous Engagement, as well as building links with the community. The [Aboriginal and Torres Strait Islander Studies \(ATSIS\) Unit](#) strongly supports the celebration of Aboriginal and Torres Strait Islander cultures and recognises the enormous contributions that Aboriginal and Torres Strait Islander peoples and perspectives bring to UQ's learning, discovery and engagement activities and supports students from pre-enrolment through to graduation.

UQ's [Aboriginal and Torres Strait Islander Staff Network](#) provides a regular opportunity to get together, share stories, make connections and yarn about how UQ can keep developing as an employer of choice for Aboriginal and Torres Strait Islander peoples. There is also a network newsletter that promotes UQ jobs, training and development opportunities and useful tips, and enables us to share achievements from our community.

More information on Aboriginal and Torres Strait Islander Staff support can be found on our [current staff website](#).

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## Further information

General information on the University is available through the University's website: [uq.edu.au](http://uq.edu.au)

Other documents which you may wish to refer to include:

- Annual Report:  
[about.uq.edu.au/organisation/policies-procedures-guidelines/annual-reports](http://about.uq.edu.au/organisation/policies-procedures-guidelines/annual-reports)
- Governance:  
[about.uq.edu.au/governance](http://about.uq.edu.au/governance)
- Key statistics:  
[pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx](http://pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx)
- Organisation chart:  
[about.uq.edu.au/files/5643/org-chart.pdf](http://about.uq.edu.au/files/5643/org-chart.pdf)
- Research at UQ:  
[research.uq.edu.au](http://research.uq.edu.au)
- Strategic Plan 2022-2025:  
[about.uq.edu.au/strategic-plan](http://about.uq.edu.au/strategic-plan)
- UQ Global Strategy:  
[global-strategy.uq.edu.au](http://global-strategy.uq.edu.au)
- UQ Reconciliation Action Plan:  
[about.uq.edu.au/reconciliation/plan](http://about.uq.edu.au/reconciliation/plan)
- UQ Aboriginal and Torres Strait Islander Employment Strategy:  
[staff.uq.edu.au/files/24066/uq-indigenous-employment-strategy-2019.pdf](http://staff.uq.edu.au/files/24066/uq-indigenous-employment-strategy-2019.pdf)





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