POSITION DESCRIPTION

Position Title: [Insert Position Title]

Organisation Unit: School of...

Position Number: [Insert Position Number]

Type of Employment: [Insert Type of Employment]

Classification: Hew Level

THE UNIVERSITY OF QUEENSLAND

These paragraphs should not be altered as they provide background information about the University and its commitments to research, teaching and learning.

The Federal Government’s 2012 Excellence in Research for Australia (ERA) exercise confirmed The University of Queensland as one of the nation’s top three universities, measured by the quality of its comprehensive range of specialised research fields. ERA reported that research at UQ is well above world standard in more specialised fields than at any other Australian university: this reflects UQ’s leading global role in many areas of discovery. UQ’s outstanding critical mass offers researchers significant interdisciplinary capability.

UQ integrates its research strengths with excellent teaching and learning and has won more national teaching awards than any other Australian university. International university rankings highlight UQ’s excellence: Academic Ranking of World Universities (Shanghai Jiao Tong), Times Higher Education, QS and National Taiwan University Ranking all rank UQ in the top 100. UQ is one of Australia’s Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

UQ’s 45,500-strong student community includes more than 10,000 postgraduate scholars and more than 11,000 international students from 162 countries. The University has more than 7,000 academic and professional staff and a $1.6 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six faculties and eight institutes. The institutes — funded by government and industry grants, philanthropy and commercialisation activities — have built scale and focus in research areas that UQ regards as strategically important.

The University of Queensland positively influences society by engaging in the pursuit of excellence through the creation, preservation, transfer and application of knowledge. The University’s successes are underpinned by our values. For more information on UQ’s mission, vision and values please go to http://www.uq.edu.au/about/mission-statement.

Organisational Environment

These paragraphs can be updated to provide information that is relevant to the organisational unit including a description of the work of the unit and its objectives. This information is for applicants as it helps place the duties and selection criteria in context.
The School of Academic Discipline is one of the largest Schools of this type in Australia with x full-time academic staff members who are widely published internationally and have extensive research backgrounds. The School has x number of professional staff who provide professional, technical and administrative support.

The School’s strengths are reflected in its three research centres – the Alpha Research Unit, the Centre for Bravo and the Charlie Research Unit. Some y students are presently enrolled in the School’s PhD program and, while their areas of research are often linked to these centres, their topics cover most aspects of academic discipline.

Postgraduate coursework programs in Alpha Studies and Bravo Relations are offered internally and externally and provide professional training to both Australian and international students.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.uq.edu.au/faculty-school.

Include organisational chart if appropriate.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-ug

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position is a brief statement that explains the overall purpose and objectives of the role. It is a snapshot of what the position is expected to accomplish and why the position exists.

Example: The position provides high level administrative and research related support (what) to the Research Centre to support the ongoing development and maintenance of its research, consultancy and publishing activities (why).

Duties

Duties and responsibilities include, but are not limited to:

- Provide advice to researchers (how) on the terms and conditions governing the award and operation of different types of grants (what).

Remember, the duties should:
- Describe the main responsibilities of the position in order of importance
- Be appropriate to the HEW level i.e. assisting with, developing, managing etc.
- Be free of duplication
- Not be overly detailed or prescriptive
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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 or Institute/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

Organisational Relationships

Information about who the position reports to and any other reporting relationships should be explained here to help provide context to the role.

The position reports to the School Manager, School of Academic Discipline and supervises XXX.

The position has budgetary responsibility in the amount of XXXX (Delete if not applicable)
# SELECTION CRITERIA

**Essential**

When writing the essential criteria, it is important to start with the qualifications required for the role. The University’s Training Level or Qualifications guidelines for professional staff are set out in [The University of Queensland Enterprise Agreement](#).

You will also need to determine what sort of knowledge, skills and experience the individual needs to have or be able to acquire in order to be successful in the role.

**Example:**

- Ability to prepare and monitor budgets and interpret financial reports
- Experience in processing financial transactions in a large to medium sized organisation
- Demonstrated experience managing a small team of staff
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person

**Desirable**

Desirable selection criteria refer to the knowledge, skills, or experience that would be of benefit, however not essential for the candidate to possess, in order to be successful for the role.

**Remember:** Requesting experience at a university or experience in UQ specific programs (e.g. Unifi) should be desirable selection criteria. This will help to broaden your pool of candidates when advertising externally.

The University of Queensland is committed to equity, diversity and inclusion.