

Provost Administrative Support (Important to note that this model is in trial phase and will be reviewed as to effectiveness and efficiency within 6 months)

Office of the Provost

The Office of the Provost has oversight of the academic enterprise – learning and teaching, research, and students. The Provost is also the standing deputy to the Vice Chancellor. The Provost oversees the Division of Tropical Environments and Societies; Division of Tropical Health and Medicine; Division of Research and Innovation; Division of Student Life; and the Indigenous Education and Research Centre. The Provost Office ensures a more integrated approach across the entirety of the Provost portfolio ensuring an enhanced student experience and a joined-up approach to our community engagement and partnerships. The Office of the Provost Administrative Support team provides administrative and management support and advice to the Provost and the Divisional management teams of Divisional of Research & Innovation and Division of Student Life.

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| Executive | Professor Chris Cocklin Provost Deputy Vice Chancellor Research and Innovation T: 4781 6884 E: provost@jcu.edu.au | | Nola Kuilboer Executive Officer <ul style="list-style-type: none"> Divisional Operations T: 4781 4929 E: provost@jcu.edu.au | | Stephanie Hunter Executive Officer <ul style="list-style-type: none"> Strategic Projects T: 4781 6615 E: provost@jcu.edu.au | |
| Administrative Support | Maria Edmondstone Executive Support Officer Townsville E: provostadmin@jcu.edu.au T: 4781 4565 | Catherine Coombs Executive Support Officer Cairns E: provostadmin@jcu.edu.au T: 4232 1076 | Susan McGrath Executive Support Officer Townsville E: provostadmin@jcu.edu.au T: 4781 6531 | Win Cupitt Directorate Support Officer Cairns E: provostadmin@jcu.edu.au T: 4232 1499 | Melissa Hines Divisional Support Officer Townsville E: provost@jcu.edu.au T: 4781 6884 | Claire Frankland Directorate Support Officer Cairns E: dvcstudents@jcu.edu.au T: 4232 1214 |
| Services | <ul style="list-style-type: none"> Management of administration support team. Coordination of HR related processes and approvals. Coordination of Student Services Amenities Fee process. Coordination of the Student Advisory Forum. Coordination of process improvement for administration systems and activities. Project support as required. Secretariat support as required. | <ul style="list-style-type: none"> Policy coordination and support for Provost, DRI and DSL. Oversight of Provost and DVC Students Website. Event co-ordination and support Oversight of records management practices. Project support as required. Secretariat support as required. | <ul style="list-style-type: none"> Budget support for Provost, DRI and DSL. Oversight of contractual and consultancy arrangements. Asset Management. Coordination of Health, Safety and Environmental initiatives. Monitoring of HEPPP funding and coordination of reporting process. Monitoring of external fund sources. Project support as required. Secretariat support as required. | <ul style="list-style-type: none"> Procurement for Provost, and DSL HEPPP & SSAF related activities. HR for Provost, and DSL HEPPP & SSAF related activities. Concur/Travel for Provost, and DSL HEPPP & SSAF related activities. Compilation of DSL Newsletter. General administrative support across the Divisions where required. | PA/Diary and Travel Management for: <ul style="list-style-type: none"> Provost and Dean Research. Secretariat and general administrative support for Provost, DVC R&I and Dean Research as required. | <ul style="list-style-type: none"> PA/Diary Management – Deputy Vice Chancellor Students. Room bookings – A1.204. Cairns Chancellery Support. Secretariat support for committees chaired by DVC Students. Update of Academic Delegations Register. Secretariat and general administrative support for DSL and R&I as required. |
| Key Resources | <ul style="list-style-type: none"> JCU Strategic Intent JCU University Plan JCU Academic Plan | | | | | |