POSITION DESCRIPTION

Position Title: Project Officer, Student Futures (2 positions)
Organisation Unit: Faculty of Humanities and Social Sciences
Position Numbers: 3040332, 3040335
Type of Employment: Full-time, fixed term for three years
Classification: HEW Level 6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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 four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+ (see http://uniqquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Faculty of Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty Office is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The current Executive Dean is Professor Julie Duck who is Acting in the role following the transition of Professor Tim Dunne to a Pro-Vice-Chancellor position in the Office of the Provost.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a new Faculty Centre for Policy Futures, and several school-based research centres. The Faculty is also host to the Institute for Modern Languages and the Confucius Institute. The Faculty offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

There are over 300 academic staff across the Faculty, making it one of the largest in Australia. One indicator of the Faculty's standing in the disciplines that we research is membership in the learned academies, where UQ can proudly claim 33 members of the Australian Academy of the Humanities and 50 members of the Academy of Social Sciences in Australia.

Teaching in the Faculty is underpinned by substantial research performance and several specialized fields of research were judged at the highest level (5 ranking) in the 2015 Excellence in Research Australia (ERA) round. These fields include Specialist Studies in Education; Political Science; Cultural Studies; Literary Studies; History and Philosophy of Specific Fields. Overall, HASS returned outputs to 21 disciplinary field codes, where 90% were rated above (4 ranking) or well above world standard (5 ranking). This is indicative of high quality and capacity in research.

These research achievements internationally are reflected in the 2017 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 16th in the world on the quantum of publications in ranked journals, placing us first in Australia and in the Oceania region (for the full data-set see http://www.leidenranking.com).

The quality of our overall Faculty’s performance is also evident in the QS World University Rankings for 2017 which places Social Sciences/Management at UQ at 39th in the world, and Humanities at 50th in the world. This data can be accessed at: http://www.topuniversities.com/faculty-rankings.

More information about the Faculty can be accessed at http://www.hass.uq.edu.au/.

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-uq.
DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to plan and deliver projects that help coursework students in HASS build connections and enhance employability through collaborative partnerships. Working as part of a small team within HASS, the position will develop and implement student-facing initiatives that enhance future opportunities for HASS students, with a particular focus on:

- Facilitating opportunities to build a sense of belonging and support;
- Creating more opportunities to enhance employability within and outside the curriculum; and
- Working in partnership with students, student clubs and societies, staff, alumni and industry partners.

Duties

Duties and responsibilities include, but are not limited to:

Project coordination (65%)

- Design, develop, support, coordinate and evaluate student-facing and cohort-building initiatives in HASS, including but not limited to social, academic and employability initiatives for HASS students.
- Coordinate community events, meetings and activities for large cohorts of students.
- Analyse data and report on project progress, including changes in scope, timeframes and cost.
- Monitor project budget and expenditure, including ensuring invoices are raised in a timely manner.
- Disseminate project outcomes to relevant stakeholders.
- Participate in relevant governance committees.

Stakeholder engagement (30%)

- Establish and maintain good working relationships with internal and external stakeholders.
- Work in partnership with students, staff, alumni, and student clubs and societies to implement projects, including recruitment and training of paid and volunteer students.
- Collaboratively develop processes and guidelines to streamline engagement with current students and other relevant stakeholders.
- Contribute to the development and implementation of a social media presence, website and other outreach channels.

Administration (15%)

- Provide financial, policy and planning advice, including recommendations to continuously improve the work of the Student Futures Team.
- Record and track students’ use of Student Futures equipment and resources.
- Train and supervise casual support staff as required.
- Other duties as instructed by the Manager.

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 or Institute/School
Organisational Relationships
The position reports to the Manager, Student Futures Team.

SELECTION CRITERIA

Essential
- Completion of a Bachelor degree with subsequent relevant experience; or extensive experience and specialist expertise in student and/or industry engagement; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in designing and coordinating projects to improve the student experience in a higher education environment, particularly in relation to enhancing student belonging and/or employability.
- Experience working in partnership with a diverse range of students at the undergraduate and/or postgraduate level.
- Strong interpersonal and communication skills, including the ability to liaise with a wide range of stakeholders, particularly students, senior staff and industry.
- Ability to analyse data, write succinct reports, and accurately integrate information from a variety of sources.
- Strong organisational and time management skills, including the ability to work independently, prioritise own workload and meet deadlines.
- Sound knowledge of HASS faculty disciplines, organisational structures and student cohorts, or the ability to rapidly acquire such knowledge.

UQ 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 hr@hass.uq.edu.au

This role is a full-time position; however flexible working arrangements may be negotiated.