POSITION DESCRIPTION

Position Title: HDR Engagement & Development Manager
Organisation Unit: UQ Graduate School
Type of Employment: Full time continuing
Classification: Hew Level 8

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 (65). 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 $11billion+ (see http://unquest.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 University of Queensland has supported over 15,000 students in their academic pursuit to attain a higher degree by research (HDR). With over 2,000 research experts and a reputation world-wide as an elite research institution, UQ provides research candidates with every advantage.

More than 4,400 students are currently undertaking a higher degree by research at UQ under the support and guidance of the UQ Graduate School. The Graduate School has academic responsibility for managing admissions, providing research scholarships, supporting students during their candidature, and facilitating the examination of theses. The Graduate School coordinates year-round skills training, supports infrastructure and research facilities, and provides opportunities to accelerate career development for HDR candidates.

Information about the UQ Graduate School may be accessed at https://graduate-school.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

This position is responsible for assisting the Senior Manager HDR Development to drive initiatives that enhance the Graduate School student engagement and skills development agenda with the intention of promoting UQ as a premier research training Centre and providing a value add to the research training experience.

Duties

Duties and responsibilities include, but are not limited to:

- In consultation with the Senior Manager HDR Development, manage the development of innovative training programs that facilitate the research and professional skills development of HDR students, HDR Advisors, professional academic and general staff involved in research training and other activities that enhance both the HDR experience and graduate outcomes at UQ.
- Manage the Engagement and Development team.
- Manage the Graduate School student engagement portfolio, particularly overseeing the day-to-day service provision to students, academics and stakeholders
- In consultation with the Senior Manager HDR Development, develop strategies and initiatives aimed at increasing outbound and inbound mobility and access to new scholarship opportunities.
• Provide strategic and policy advice to the Senior Manager HDR Development on all matters related to Scholarships (internal & external).

• Oversee the development of engagement initiatives for the UQ Graduate School with internal and external stakeholders and represent the Graduate School on central working parties and committees as necessary.

• Develop strategies for identifying, providing and disseminating information about research higher degree training opportunities at UQ

• Provide support to the Senior Manager HDR Development, as required

• Develop and deliver UQ Graduate School presentations or workshops to HDR students and other University staff throughout the year as required and oversee the preparation of workshop resource materials

**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
- 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**

The position reports to the Senior Manager (HDR Development).
SELECTION CRITERIA

**Essential**

- Postgraduate qualifications and extensive relevant experience; or a combination of relevant experience and/or education and/or training.
- Demonstrated leadership capability, as evidenced by prior leadership roles and achievements.
- Demonstrated high level experience in the development of student training and engagement programs.
- A high level of interpersonal skills including the ability to communicate (oral and written) and negotiate effectively with both academic and administrative staff and the wider community.
- Demonstrated ability to work autonomously with initiative as well as the ability to work as part of a team.
- Demonstrated ability to develop and implement initiatives that meet targets and achieve objectives without close supervision.
- Advanced skills with computer applications such as spreadsheets and databases and expertise with Microsoft Office Tools (especially Word, Excel and PowerPoint).

**Desirable**

- A PhD.
- A high level understanding and awareness of current issues in the Australian Higher Education sector as they relate to research, research training and research workforce quality

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 (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

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

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.