POSITION DESCRIPTION

Position Title: Deputy Director (HDR Governance)
Organisation Unit: UQ Graduate School
Position Number: New
Type of Employment: Fixed-term 5 years
Classification: HEW Level 10A

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 $11billion+ (see http://uniquest.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 2000 research experts and a reputation world-wide as an elite research institution, UQ provides research candidates with every advantage.

More than 4400 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

The UQ Graduate School provides administrative and strategic oversights of all aspects of research training at UQ including the administration of research student candidature, scholarships, and examinations. The Deputy Director (HDR Governance) has line management responsibility for these functional areas in order to provide high quality, well integrated support and drive best practice and business process improvement to enable the University to achieve its research goals and strategic priorities in research.

This role is will lead the management of HDR candidature across the University including proactively developing strategies to improve the quality and effectiveness of HDR administration and ensure compliance with Commonwealth requirements. This includes driving continual business improvement and ensuring robust processes and visibility of information for decision making. This role also advises on student conduct matters and on the development of policy relating to research training and candidature.

The Deputy Director (HDR Governance) leads the portfolio administration teams, comprising Managers and HDR Administrative Officers (HAOs) and Enquiries Officers.
**Duties**

Duties and responsibilities include, but are not limited to:

- Provide leadership, with delegated decision making, for the management of HDR candidature administration at UQ, developing strategies that enhance HDR administration and procedures.
- Responsible for the overall management of HDR administrative teams, fostering a culture of professionalism, and high quality service and program administration, including responsibility for the management of workloads in times of peak deadlines and priorities.
- Provide high level advice on candidature matters, providing options and solutions to AOUs, ensuring compliance with UQ policy and Commonwealth requirements.
- Lead professional development, working with team managers to develop strong staff performance and development processes and ensure high quality training and development opportunities.
- Proactively develop and lead strategies to enhance the delivery of HDR administration and related systems, including business process improvement.
- Develop and implement strategies to enhance scholarship opportunities for HDR candidates, including optimising alignment with external opportunities, to respond to and support UQ’s research priorities.
- Provide high level advice on strategies to improve candidate well-being, identifying opportunities and risks and engage with appropriate stakeholders to access and ensure support.
- In conjunction with the Director, manage HDR scholarship allocations and provide input into strategic decisions regarding the University HDR scholarships budget.
- Manage UQ’s HDR scholarship rounds to maximise effectiveness and ensure robust selection processes.
- Build and maintain strong collaborative relationships with stakeholders across UQ and externally on behalf of the Graduate School.
- Identify emerging risks and opportunities relating to candidature success and reporting and put in place processes to effectively manage these.
- Represent the Graduate School on UQ Committees within the scope of the role.
- As a member of the Graduate School Management Group, contribute to the strategic direction of research training across UQ, providing advice and recommendations relating to the governance and administration of HDR candidates.
- Act as back-up for the Director, UQ Graduate School.
• Comply with 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 sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.

• The adoption of 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.

• An employee may be required to carry out other duties within the scope of the classification and within the limits of their skill, competence and training.

Organisational Relationships

The position reports to the Director, UQ Graduate School and directly supervises the HDR Admnsitratration Managers and Enquiries Team.
SELECTION CRITERIA

Essential

- Relevant postgraduate qualifications and at least four years’ experience working in higher education administration at a senior level and/or an equivalent combination of training and experience;
- Demonstrated ability to develop and implement strategic initiatives and manage complex projects with multiple stakeholders through to completion;
- Demonstrated track record of managing and leading people by providing strong day-to-day leadership and developing high performing, service-focussed teams;
- Demonstrated strong analytical and problem solving skills, with the ability to use innovative thinking when developing a robust approach or finding solutions to problems;
- Demonstrated experience in driving service improvement and managing change;
- Demonstrated high-level organisational skills and the ability to strategically prioritise workloads and use high level judgement in decision making;
- Outstanding oral and written communication skills, including a capacity to produce high quality and concise written reports and correspondence, explain complex policy and processes, and the capacity to influence and build collaborative relationships with stakeholders;
- Demonstrated ability to research and analyse material and summarise key issues for a range of audiences; and
- Demonstrated ability to set goals, develop priorities and demonstrated high-level project management and communication skills.

Desirable

- HDR qualification.
- Knowledge of UQ’s HDR policies and procedures.
- Understanding of student administration and processes.

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.

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