POSITION DESCRIPTION

Position Title: Project Leader, First Year Engineering
Organisation Unit: Faculty of EAIT
Position Number: NEW
Type of Employment: Full-time, continuing
Classification: Technical (HEW Level 7)

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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

The Faculty recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

Information about the Faculty may be accessed on the Faculty’s web site at http://www.eait.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

To provide teaching assistance for core courses in the first-year undergraduate engineering program. This will include assistance in the summer semester.

Duties

Duties and responsibilities include, but are not limited to:

Teaching

• Supervise project groups as required in ENGG1100 Engineering Design, ENGG1200 Problem Solving and Modelling and/or ENGG1211 Engineering Design, Modelling and Problem Solving.
- Manage tutors, assessment of student submissions, and facilitate weekly project sessions in those groups.
- Liaise with other project leaders in relation to the seminars given to all students completing their particular project.
- Assist with other teaching activities as required in ENGG1100, ENGG1200 and ENGG1211, e.g. weekly whole-of-cohort workshop sessions.

**Technical coordination**
- Assist with the technical development of projects and the compilation of associated documentation for the core courses.
- Schedule and manage Demo Days for all courses including assistance with the preparation of Risk Management documentation.
- Assist with the specification, procurement, and provision of any equipment required for projects within the core courses.
- Ensure the necessary software is installed on the computers accessed by first year engineering students undertaking the core courses.
- Liaise with Faculty technical staff to ensure that laboratories are available, and induction processes are followed by students.
- Maintain the booking systems for the Student Technology Centre (STC) and laboratories.

**Administration**
- Contribute to the processes that enable the academic team to manage the work of the first-year engineering program.
- Foster relations with industry, government departments, professional bodies and the wider community.
- Work to secure sponsorship for Demo Day BBQs and prizes.
- Undertake essential tasks of the First Year Engineering Manager as necessary during absences.
- Manage the tutor recruitment process for the core courses including conducting interviews for the project sessions nominated for supervision.
- Participate in engineering orientation programs as required.
- Perform any other duties as reasonably directed by your supervisor.
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 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 Director of First Year Engineering.

SELECTION CRITERIA

Essential

- A degree in Engineering with at least 4 years subsequent relevant experience, or extensive experience and management expertise in relevant fields, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in facilitation and teaching at undergraduate level.
- An ability to establish effective relationships and to represent and promote the Faculty and the first-year engineering program at a university and wider community level, including with industry, government and professional bodies.
- Demonstrated ability to work independently as well as collaboratively with colleagues.
- Excellent communication and interpersonal skills with the ability to establish a rapport and good working relationships with undergraduate students and with staff.
- Demonstrated ability to work to deadlines, and to prioritise and manage competing demands on time and resources.

Desirable

- Existing industry relationships and professional contacts.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

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