POSITION DESCRIPTION

Position Title: Project Officer: People and Performance (Internal Only)
Organisation Unit: Provost
Position Number: TBC
Type of Employment: Part Time (0.5), fixed term from April until December 2018 with possible 6 month extension
Classification: 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.

The University of Queensland is a world class institution which ranks in the world’s top universities, as measured by several key independent rankings, including the Performance Ranking of Scientific Papers for World Universities (41), the US News Best Global Universities Rankings (45), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ secured a greater share of Australian Research Council grants in 2016 than any other university nationally. The University’s Life Sciences broad 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 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 a member of the 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 large Faculties complemented by 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 sciences.
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 $13billion+ (see http://uniquest.com.au/our-track-record). UQ also 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.

GOVERNANCE

The University is governed by a 22-member Senate representing University and community interests. Senate is led by a Chancellor and Deputy Chancellor. The Senate has delegated to the Vice-Chancellor many of its powers under the University of Queensland Act 1998 to appoint staff, manage and control University affairs and property, and manage and control finances. www.uq.edu.au/about/governance

UQ’S STRATEGIC PLAN 2018–2021

The University of Queensland positively influences society by engaging in the pursuit of excellence through 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.

Transforming students into game-changing graduates through excellent teaching, support, and exposure to world-leading research is a focus of the new UQ’s Strategic Plan 2018–2021. The world is changing at a breakneck pace, and it is vital that we prepare our students to not only adapt to this change, but also to make a positive impact on society and collectively build a beneficial global legacy. Evidence-based knowledge, the ability to work collaboratively to solve complex problems, and a passion for innovation will be essential attributes for our students, regardless of the exact future shape of society. UQ’s Strategic Plan 2018–2021 focuses on graduate employability, collaboration and diversity and inclusivity.

DUTY STATEMENT

Primary purpose of position

The Project Officer – People and Performance will support a project led by the Office of the Provost to develop a university wide performance framework. The aim of the project is to develop a transparent and consistent approach to improving the performance of organisational units (e.g. faculties, institutes and schools), while enabling more informed mentoring and appraising of individual academics in line with the objectives of the University’s Strategic Plan 2018-2021. Current performance assessment processes will be reviewed, and metrics will be developed, consistent with the values and purposes of UQ.

There is both a quantitative and qualitative aspect to the People and Performance project. The new Strategic Plan demands a significant re-appraisal of the availability and use of data as well as revisions to key HR policies and procedures. Such a program will have many touch points and will require positive engagement and communication across the University; the message is that People and Performance is about making UQ stronger and more resilient as an institution.

Under the direction of the Pro Vice-Chancellor (Office of the Provost), the project officer will undertake the day to day management of the project. They will co-ordinate each phase of the project, managing timelines and providing secretarial support for high level working groups and committees. They will also be required to liaise with key stakeholders, gathering feedback and preparing communication materials. The role will involve analysing existing policies and processes and preparing briefing papers and presentations.
Duties

Duties and responsibilities of the Project Officer: People and Performance include, but are not limited to:

- Secretariat/governance support for the people and performance working group (P&P WG)
- General project management (setting timelines, making sure all of the governance steps are lined up)
- Organising stakeholder consultation and communications (surveys, HOS meetings, retreats, forums)
- Preparing briefing papers for various groups/committees as proposals are developed
- Analysis of HR policy/procedures around academic appraisal and redrafting new policies/procedures if required
- Preparing written documentation/guidelines/training to support the publication of metrics in dashboards/reports
- Liaising with Planning and Business Intelligence regarding the development and testing the dashboards/reports
- Website design and content development: we will develop a website on the Provost’s landing page, which will communicate what is happening with the project as well as publishing reports/guidelines/policies, as these emerge etc.

Other

- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987)
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities

REPORTING RELATIONSHIPS

The position reports to the Pro Vice-Chancellor (Office of the Provost). The key business relationship will be with the executive members of the P&P WG, including the co-chairs, the Pro-Vice-Chancellor (Office of the Provost), the Pro-Vice-Chancellor (Advancement) and the Pro-Vice-Chancellor (Research); and the Director of Planning and Business Intelligence.

AND ENQUIRIES

To discuss this role please contact Janey Saunders, Executive Officer to the Provost and Senior Vice-President on 61 7 3365 1313 or email J.saunders2@uq.edu.au.

The University of Queensland is an equal opportunity employer.
Smoking is prohibited in all University buildings.