POSITION DESCRIPTION

Position Title: Deputy Director (Strategy and Operations)
Organisation Unit: Institute for Teaching and Learning Innovation
Type of Employment: Full Time Fixed Term for 5 years
Classification: Hew Level 10

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 rankings, including the Performance Ranking of Scientific Papers for World Universities (45), 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 university 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 Universities 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 13,000 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.
**DUTY STATEMENT**

**Primary Purpose of Position**

This is a professional leadership position that has overall responsibility for executing the strategic direction and management of the Institute in collaboration with the Pro-Vice-Chancellor, Teaching & Learning. Performing a broad range of responsibilities, the primary focus of the position is to provide continuous strategic alignment of ITaLI with University needs and interests as well as foreshadowing policy shifts in the teaching and learning landscape and ensure UQ is ready to respond. The position also provides oversight of the Institutes’ operational function including financial accountability and administrative and reporting processes.

**Duties**

Duties and responsibilities include, but are not limited to:

**Strategy**

- Provide advice to the PVC (T&L) and the Institute’s managers on the strategic management of the Institute, including the identification, development and implementation of initiatives to promote its continuing development and growth.
- Establish, maintain and strengthen relationships with key strategic partners.
- Continuously develop strategies for the enhancement of collaborative and new ventures in conjunction with the PVC (T&L) and staff.
- Prepare the Institute’s Strategic and Risk Management Plans and Operational KPI’s in consultation with the PVC (T&L) and senior managers of the Institute.

**Organisational Environment**

The Institute for Teaching and Learning Innovation (ITaLI) takes a leading role in in teaching and learning, professional education and innovation. ITaLI is a teaching, research and service delivery centre for teaching and learning practices at UQ.

Directed by the Pro-Vice-Chancellor (Teaching and Learning) [PVC(T&L)], ITaLI provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics, and aims to transform teaching and learning across the University through the delivery of faculty and executive prioritised, teaching and learning projects and services. ITaLI addresses areas of unmet need in teaching and learning to improve the learning experience of students in line with the UQ Student Strategy.

Information about ITaLI may be accessed on our web site at [http://itali.uq.edu.au](http://itali.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](http://www.uq.edu.au/current-staff/working-at-uq)
• Represent the Institute where necessary in the role of Deputy Director.

**Operational Activity**

• Provide leadership and high level oversight of the delivery of operational and administrative services across the Institute.

• Provide advice to the PVC (T&L) on operational issues, organisation structure, people management, and policy and programs to ensure its growth and effectiveness.

• Manage the Institute’s corporate governance, meeting and reporting requirements to stakeholders.

• Responsible for the formulation and oversight of the annual budget including forecasting in conjunction with the Central Finance PST.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• 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 Pro-Vice-Chancellor (Teaching and Learning).
SELECTION CRITERIA

- Postgraduate qualifications or progress towards a postgraduate qualification with extensive relevant experience; or
- Extensive experience and management expertise in a relevant profession; or
- An equivalent combination of relevant experience and/or education.
- Demonstrated knowledge of contemporary senior and business management concepts and issues, with the capacity to apply this knowledge to the accountability of the position.
- Proven ability to contribute to strategic planning, policy formulation and business processes to continuously improve operational efficiencies.
- Experience in senior management roles which demonstrate the ability to deliver on the accountabilities of this position. Demonstrated leadership, communication and negotiation skills including the ability to liaise, negotiate and work with staff at all levels
- An understanding of University policies and procedures and operations.

The University of Queensland is committed to equity, diversity and inclusion.