POSITION DESCRIPTION

Position Title: Director, Strategic Programs Office
Type of Employment: Fixed-term for five (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 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://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 operates in a rapidly changing environment within a global marketplace, where institutions strive for higher levels of excellence and reputation. Australian universities face increased financial pressures, regulatory changes arising from the 2014-2015 Federal Government budget announcement, reputational pressures and changing client expectations (student, industry and government).

Within this context, UQ seeks to review its services, to ensure that UQ remains competitive and sustains success in the longer term. A focus on continuous improvement as part of every person’s contribution to the future of UQ is vital to ensuring a service oriented culture.

The University’s Strategic Program Office will enhance UQ’s ability to deliver its core functions of learning, discovery and engagement. This University-wide program will adopt a One UQ approach with shared commitment and responsibility to enhance the student and staff experience by transforming the manner in which strategic initiatives are planned and delivered.

The program seeks to:

- Enhance the student experience and increase student satisfaction levels
- Improve the workplace experience for staff members
- Ensure a better use of UQ’s resources through improved operational efficiency and effectiveness with freed resources reinvested in learning, discovery and engagement.

**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 Director will oversee and lead the initiation and planning for a portfolio of strategic initiatives and projects in support of the University’s ongoing transformation and change agenda.

The Director will establish and lead a highly skilled multidisciplinary team which will assist faculties and business units to conceptualise, plan and deliver transformative initiatives and projects which are aligned with, and fundamental for, the successful deployment of the University Strategy.

The Director will establish close collaborative working relationships with senior staff across the University, including the Vice Chancellor’s executive team, Executive Deans, Faculty Executive Managers and Heads of Central Divisions.

The Director will provide strong leadership and effective management to the strategic program team and ensure that fit for purpose methodologies and tools are applied in the planning, governance and delivery of strategic initiatives and projects.

The appointee will ensure that a University-wide approach to is adopted to the planning and reporting of strategic initiatives and projects to Senior University Management and the University Senate.

**Duties**

Duties and responsibilities include, but are not limited to:

**Strategic Planning**

- Recommend a One UQ approach to transformation and change and build support for this approach in partnership with senior managers;
- Oversee the planning and execution of a strategic program across the University to increase organisational transformation and change; and
- Engage with internal stakeholders to enhance the value of service provided to clients and customers.

**Governance and Leadership**

- Build resilient partnerships across the University to enhance collaboration between the project team and organisational units with the purpose of delivering shared outcomes;
- Recruit a team incorporating appropriate skills and capabilities to execute the program; and
- Provide leadership, advice, training and mentoring in the application of program and project governance and fit for purpose methodologies to embed capabilities and skills within the team and at UQ; and
- Demonstrate the ability to communicate effectively across all levels of the University.

**Business**

- Identify and prioritize opportunities for strategic initiatives and projects in conjunction with the University’s Senior Management;
- Provide support to the project leads and team members, taking responsibility for the delivery of activities as required;
- Champion the deployment of best practice tools and governance methodologies across the University;
- Prepare detailed plans to track project performance and assure timely completion;
• Report on project status and deliverables to the relevant decision making bodies; and
• Develop and implement an appropriate infrastructure to evaluate the effectiveness of initiatives.

**Culture, communication, and change**
• Provide effective change management leadership;
• Foster and embed a continuous improvement culture across the University;
• Champion best practice project planning and governance principles and practices while establishing and cultivating an environment that encourages problem solving, critical thinking, and innovation;
• Develop and implement a communication and stakeholder engagement strategy.

**Resources and risk mitigation**
• Resolve resource constraints and priority conflicts;
• Ensure that identified and emerging risks are appropriately managed; putting strategies in place for risk mitigation to ensure successful implementation of the program.

**Other**

Be 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 Chief Operating Officer.
SELECTION CRITERIA

- Tertiary qualifications, preferably at the postgraduate level
- Substantial relevant experience and a track record of planning and delivering strategic programs in similar large and complex organisations with measurable outcomes
- Substantial experience in highly effective leadership and management roles
- Demonstrated change management experience of successfully managing complex transformation projects in large organisations and positively affecting organisational culture change
- Ability to evaluate and interpret complex data, apply rigorous logic and sound business judgement and integrated thinking in improving processes and providing solutions
- Exposure to process improvement methodologies (such as Lean, Agile or Six Sigma)
- Highly developed interpersonal skills, with the ability to foster strong collaborative relationships and stakeholder engagement at all levels
- Expert communication, influencing and negotiating skills with demonstrated experience of engaging effectively with stakeholders in a complex environment
- A passion for mentoring, coaching and training staff to build a high performance team with a culture of continuous improvement and forward thinking
- An awareness and understanding of the culture and challenges facing a global university with ambitions to be consistently placed in the top 50 of the world's universities

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.