POSITION DESCRIPTION

Position Title: Deputy Chief Operating Officer
Organisation Unit: Office of the Chief Operating Officer
Position Number: TBC
Type of Employment: Full-time, fixed-term for three (3) years

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 Chief Operating Officer is responsible for co-ordinating the University's financial, physical, human, legal, management information, corporate operations, commercial activities, information technology and occupational health and safety services. He acts as Public Officer. UQ has an operating budget of $1.75B and some 7,500 full time equivalent staff (16,400 people).

The Chief Operating Officer also assists the Vice-Chancellor and Provost in regard to strategic planning and the framework of the University's highly successful research commercialisation and technology transfer activities.

Areas under direct management of the Chief Operating Officer include Human Resources, Finance and Business Services, Legal, Information Technology, Planning and Business Intelligence, Governance and Risk, Corporate Operations, Occupational Health and Safety, Integrity and Investigations and Property and Facilities.

**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)

**DUTY STATEMENT**

**Primary Purpose of Position**

The Deputy Chief Operating Officer reports to the Chief Operating Officer. The position works with the Chief Operating Office and other members of the Senior Executive to optimize UQ's business operations and corporate development activity within the portfolio of the Chief Operating Office and beyond. This includes supporting the Chief Operating Officer to manage the University's financial, physical, human, legal, management information, corporate operations, commercial activities, information technology and occupational health and safety services.

The Deputy Chief Operating Officer also coordinates and oversees teams to deliver major projects (including as requested by the Vice-Chancellor) and change processes, including planning and development of frameworks for the University's capital activities.

The Deputy Chief Operating Officer will also work closely with the Provost Office to work collaboratively to lead major cross-divisional projects.

The Deputy Chief Operating Officer reports to the Chief Operating Officer.
Duties

Duties and responsibilities include, but are not limited to:

Leadership

- Work with the Chief Operating Officer to:
  - set the strategic direction of the portfolio and ensure that appropriate plans are in place to achieve the University mission and objectives.
  - oversee the delivery of a service transformation program (Enhancing Systems and Services) to improve the performance of UQ including the student and staff experience.
  - develop new policies and directions for functional teams University wide.
- Provide advice and support to the Chief Operating Officer to ensure the University is effectively resourced to achieve its strategic and operational plans.
- Contribute to the planning, budgeting, policy and strategy development of the University including the monitoring of its mission, goals and objectives.
- Undertake a leadership role, working collaboratively with senior staff within the portfolio and University wide, and their teams to ensure the optimal use of University resources is consistent with its strategic and operational objectives.
- Ensure the University has appropriate built, virtual capital and infrastructure to support its teaching, research and community service responsibilities.
- Undertake a University-wide leadership role, working collaboratively to ensure the optimal use of University resources consistent with its strategic and operational objectives.
- Lead and manages substantial and complex change programs across the Chief Operating Officer’s portfolio of professional services, including those involving significant commercial, contractual and reputation issues.
- Foster a culture that embraces change and encourages innovation aligned with the University’s values.

Management and Support

Work with the Chief Operating Officer and other teams within the Chief Operating Officer Portfolio to:

- Ensure, in conjunction with the Chief Financial Officer, that the resources of the University and the portfolio are professionally budgeted and monitored.
- Lead the interaction of the portfolio with the University community.
- Ensure the University has in place effective systems to monitor operational performance, including its flow of funds and adherence to budget and financial plans.
- Provide high level policy advice on internal services, commercial activities and the management of external interactions with governments and the corporate sector.
- Ensure compliance by the University with all legal requirements that apply to the University in the areas of responsibility within the portfolio.
- Give effect to the by-laws and to any regulations, rules or orders made, or to any resolution or report passed or adopted by Senate that fall into the portfolio of the Chief Operating Officer.
- Manage campus services within the portfolio to support an effective, secure, safe and healthy working and learning environment.
- Evaluate investments, including enterprise level systems, asset optimisation and facility utilisation.
- Manage sensitive public relations matters on behalf of the Chief Operating Officer.
- Assess and critically review plans and proposals of the leaders of Divisions in the portfolio, including outcomes of Divisions.
• Represents the Chief Operating Officer in peak meetings with internal and external stakeholders.
• Assume the role of the Chief Operating Officer in the absence of the incumbent.

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
• 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
• any other duties as requested

SELECTION CRITERIA

**Essential**
• Extensive record in the leadership of significant human and material resources in an organisation of substantial scale and complexity.
• Strategic leadership, high level problem solving and entrepreneurial thinking in supporting a client focused, service driven organisation and culture.
• Demonstrated resource management skills, including success in continuous business improvement.
• High level interpersonal, negotiation and communication skills including the ability to engage, consult, negotiate, inspire and work collaboratively with key stakeholders.
• Demonstrated ability to successfully lead and implement significant organisational and cultural change.
• Proven experience in the oversight of successful, large capital and infrastructure planning processes
• Excellent appreciation of contemporary corporate governance, risk and compliance management principles
• Capacity to understand the needs of a leading global university within a changing Australian and international higher education context.
• Exemplifies credibility and accountability with the outstanding personal qualities of openness, respectfulness and integrity and a commitment to equity, diversity and collaboration.

**Desirable**
• A postgraduate qualification in a relevant field

The University of Queensland values diversity and inclusion.
Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.