POSITION DESCRIPTION

Position Title: Project Manager (Planning and Accreditation)
Organisation Unit: School of Education
Position Number: NEW
Type of Employment: Part Time, Fixed Term (60%)
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.

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 (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 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 Faculty of Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty Office is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The Executive Dean of the Faculty is Professor Tim Dunne, who continues to be active in his field of political science alongside his leadership role.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a new Faculty Centre for Policy Innovation, and several school-based research centres. It offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

There are over 300 academic staff across the Faculty. One indicator of our standing in the disciplines that we research is membership in the learned academies, where UQ can proudly claim 33 members of the Australian Academy of the Humanities and 50 members of the Academy of Social Sciences in Australia.

Teaching in the Faculty is underpinned by substantial research performance and several specialized fields of research were judged at the highest level (5 ranking) in the most recent Excellence in Research Australia (ERA) evaluation that concluded at the end of 2015. These fields include Specialist Studies in Education; Political Science; Cultural Studies; Literary Studies; History and Philosophy of Specific Fields. Overall, HASS returned outputs to 21 disciplinary field codes, where 90% were rated above (4 ranking) or well above world standard (5 ranking). This is indicative of high quality and capacity in research.

These research achievements internationally are reflected in the 2017 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 16th in the world on the quantum of publications in ranked journals, placing us first in Australia and in the Oceania region (for the full data-set see http://www.leidenranking.com).

The quality of our overall Faculty’s performance is also evident in the QS World University Rankings for 2017 which places Social Sciences/Management at UQ at 39th in the world, and Humanities at 50th in the world. This data can be accessed at: http://www.topuniversities.com/faculty-rankings.

More information about the Faculty can be accessed at http://www.hass.uq.edu.au/.

The School of Education is consistently ranked as one of Australia’s leading research and teaching institutions in the field of education. It has a strong commitment to addressing issues of education and equity in the context of rapid social, economic and cultural change. The School’s education programs and research agendas have focused on driving state and national educational innovation and reform.
The School currently offers the following teacher preparation programs: one four-year Bachelor of Education (Primary Years), a range of Bachelor of Education (Secondary) Dual Degrees, a Master of Teaching (Primary) and a Master of Teaching (Secondary). It also offers professional development opportunities via its suite of postgraduate coursework programs, and has a vibrant postgraduate research community.

The School's staff are internationally cited and recognised for outstanding work in such fields as sociology and policy studies in education, educational psychology and learning sciences, inclusive education, literacy and numeracy, pedagogy and school reform and leadership.

Further information and details of the research interests of academic staff may be accessed on the school's web site at https://education.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

The Project Manager will be required to work closely with the Head of School and the School Manager to support two significant projects: (1) operationalising the strategic vision statement and (2) developing surveys, procedures and other mechanisms to meet reporting requirements for external accreditation with the Australian Institute for Teaching and School Leadership and the Queensland College of Teachers. The position will contribute to the development of strategies to evaluate progress against milestones and support the operations of the Head of School’s office.

Duties

Duties and responsibilities include, but are not limited to:

Project Support

- In conjunction with the School Manager lead the successful delivery of the projects by working in partnership with the School’s Executive Team and Program Directors Committees.
- Build relationships and networks with key stakeholders, particularly academics and professional staff within other faculties, schools and external agencies, such as the Queensland College of Teachers and the Australian Institute for Teaching and School Leadership.
- In conjunction with the School Manager manage the project’s scope, identify and schedule major milestones, keeping stakeholders informed of project progress, including mitigation of risks and submission of progress and final reports.
- Organise project meetings and workshops, monitor budgets, analyse data, write and edit proposals, and reports and provide effective support to a project team.
- Contribute to the design, development and implementation of evaluation processes.
- Undertake research to source information, and present findings to the Executive Team and Program Directors Committee.
• Utilising the School’s Vision Statement and professional accreditation documents develop an action plan, including strategic recommendations and future directions, for the consideration of the School’s Executive Team.

Administrative Support

• Provide general support to the Head of School and School Manager as required, including preparation of correspondence and meeting papers and organisation of workshops.

• Provide secretariat support for the projects including scheduling meetings, preparation of agenda papers and monitoring progress on action items.

• Establish and maintain effective document management systems

• Undertake other administrative duties in support of the projects or within the Head of School office as required.

• Provide back-up support to the School Manager

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 directly to the School Manager.

SELECTION CRITERIA

Essential

• A degree with at least four (4) years subsequent relevant experience or a combination of relevant experience and/or education/training

• Demonstrated ability to contribute to project deliverables through effective project administration including experience organising and coordinating events, monitoring budgets, analyzing data, writing and editing proposals, and reports and providing effective support to a project team
• Demonstrated high level interpersonal and communication (written and oral) skills including the ability to liaise and communicate effectively with project stakeholders, both internal and external, and with school and university personnel

• Knowledge and understanding of the professional accreditation of initial teacher education programs in Australia or the ability to rapidly acquire such knowledge.

• Ability to prioritise own workload, work independently and meet deadlines and ability to provide support to others in meeting deadlines

• Experience with information technology including familiarity with Internet and online applications and platforms, survey and data analysis tools and the use of Microsoft Suite applications in a network environment (particularly Microsoft Word, Excel and PowerPoint)

• Experience in effectively interpreting and applying policies, procedures, standards and practices.

• Ability to work in a rapidly changing environment with competing demands and to prioritise tasks to meet deadlines.

• Demonstrated accuracy and attention to detail.

Desirable

• Knowledge of the Australian education environment.

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.