### POSITION DESCRIPTION

**Position Title:** Planning and Administrative Coordinator  
**Organisation Unit:** Student Affairs Division  
**Position Number:** TBC  
**Type of Employment:** Fixed Term  
**Classification:** HEW Level 6  

### 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 Deputy Vice-Chancellor (Academic) (DVCA) is a member of UQ's senior executive, and is responsible for the University's commitment to providing high-quality teaching and learning, operational, corporate, and pastoral support within the student experience.

The Student Affairs Division falls within the DVCA portfolio, and is a key driver in enhancing the UQ student experience, student retention, success, and employability. It has two operational arms: the Student Services Directorate, and the UQ Student Employability Centre. The Division also manages the University's day-to-day relationship with UQU, and student accommodation providers, and works with UQ Health Care to ensure medical service provision for students.

The Student Employability Centre co-ordinates and promotes a range of services, activities, and initiatives that enhance student employability at UQ. These include:

- **Awareness** | helping students understand how transformative learning through experience enhances employability, and how to translate this into the workplace.
- **Experiences** | engaging students in a range of domestic and global opportunities, including academic exchange, leadership, representation, and undergraduate research programs, to broaden their experience and develop their confidence and capabilities.
- **Learning** | providing support for students and staff to embed employability in the curriculum (such as work-integrated learning); and supporting students to scaffold, track, and evidence their employability development via extracurricular experiential learning through the 'UQ Employability Award'.
- **Transfer** | advising students on career development learning, preparing them for the future world of work, and providing access to practical work experience opportunities, including paid work, while undertaking study.

The Student Services Directorate provides a range of services and support functions that enhance the student experience and assist student success, including:

- **Advice** | providing general and specialist support for accommodation, disability and inclusion, general welfare, faith, and international student advice.
- **Learning Development** | enhancing academic and learning skills through online, group and one to one initiatives.
- **Counselling** | providing professional counselling for developing and fulfilling personal, academic and professional potential.
- **Student Experience** | helping students make connections and build a sense of belonging at UQ.

Services and activities are delivered across the St. Lucia, Gatton and Herston campuses.

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

To provide planning and administrative support for the Directors and Managers within the Student Affairs Division, thereby assisting its efficiency and effectiveness.

Duties

Duties and responsibilities include, but are not limited to:

Planning and Coordinating

- Co-ordinate the Division’s annual planning process, and consequent development and operations plan
- Assist Directors and Managers with the coordination of, and actions within projects outlined by the development and operations plan
- Co-ordinate joint working plans with key stakeholders, including faculties, central divisions, UQU, UQ Health Care, UQ Sport, and assist with actions within those plans

Monitoring

- Monitor and report in-year progress to the Division’s development and operations plan
- Assist with designing, populating, reporting, and reviewing a set of metrics that articulate the Division’s performance
- Assist with monitoring and reporting the Division’s performance against established health and safety requirements and objectives

Administering

- Undertake administrative tasks associated with Finance and Staffing processes
- Service committees and working parties relating to the student experience
- Administer the Division’s asset maintenance arrangements
- Provide administrative support to the Division’s Directors as required

Managing Relationships

- Provide and coordinate a proactive relationship management calendar for the Division
- Liaise regularly with Directors, Managers, and staff across the Division
- Liaise regularly with key stakeholders, including faculties, central divisions, UQU, UQ Health Care, and UQ Sport.

Other

- Assist with responses to student incidents
- Other reasonable duties that may be prescribed from time to time
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
This is a new position that reports to the Director of Student Affairs, and is expected to also work closely with the Director, Student Employability Centre, and the Director, Student Services.

SELECTION CRITERIA

Essential

- Completion of a degree or diploma level qualification with relevant work related experience, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in designing and coordinating projects to improve the student experience in a higher education environment, particularly in relation to enhancing student belonging and/or employability.
- Strong interpersonal and communication skills, including experience working in partnership with a diverse range of stakeholders – particularly students, but also senior staff and industry – to develop and implement programs and in response to the needs of students.
- Strong planning, analytical, and problem-solving skills, combined with project management skills, demonstrating the ability to monitor work processes, meet deadlines, set priorities, and work within an existing policy framework.
- High level oral and written communication skills, including demonstrated ability to compile data and write reports for a variety of audiences, with ability to analyse data, write succinct reports, and accurately integrate information from a variety of sources.
- Strong organisational and time management skills, including the ability to work independently, prioritise own workload and meet deadlines. Ability and willingness to participate and support others as part of a team.
- Commitment to customer service standards and ability to interact effectively with people with diverse cultural backgrounds with sensitivity and awareness of cultural differences.
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.