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.

POSITION DESCRIPTION

Position Title: Course Project Manager
Organisation Unit: Institute for Teaching and Learning Innovation
Position Number: 3028256
Type of Employment: Full Time, Fixed Term for 1 year
Classification: Hew Level 7
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 Institute for Teaching and Learning Innovation is a single, service focused unit dedicated to supporting the strategic objectives of the University and working closely with the Faculty and Schools. ITALI attempts to provide leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics and aims to transform & innovate teaching, learning and creativity. ITALI is led by the Pro Vice-Chancellor (Teaching and Learning) [PVC (T&L)].

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 Course Project Manager will undertake the project management of design, production, and execution of online courses and programs developed by the UQx unit in ITaLI.

Duties

Duties and responsibilities include, but are not limited to:

Project Management

- Coordinate course related meetings and provide agendas, meeting minutes and actions lists.
- Assist course teams to develop course outlines into a detailed work plan including key milestones, risk and issues log, budget and communications plan for each course.
- Manage scheduling of course contributors and procure resources needed to ensure timely development of course content in accordance with the agreed milestones.
- Work with the UQx production teams and course team members to identify and resolve day-to-day issues affecting course schedule.
- Control and manage issues, risks, dependencies and changes in scope associated with the projects.
- Work with UQx production teams, course teams and external reviewers to keep course production documentation up to date.
- Coordinate post-run activities such as course team interviews, course report and final budget report.
- Contribute to other ITaLI and UQx activities as directed.
Finance

- Assist course teams with budget preparation and allocation of resources, attaining necessary approvals.
- Monitor course team budget and prepare monthly financial reports for the UQx Manager.
- Liaise with School/Faculty finance staff to organize travel, consultants, contractors, hire or purchase of equipment, and any other expenditure outside UQ.

Reporting

- Keep course teams and UQx Manager up to date with course progress.
- Attend and report to the weekly UQx production meetings.
- Prepare a course wrap up report for the UQx Manager.

Communication

- Manage the execution of the course marketing and communications plan, including liaising with marketing groups in UQ OMC, Faculties, Centers and Institutes, and edX.
- Manage the course and program info pages on edX.
- Manage the public course related announcements and their posting to UQx website, edX blog, UQ News and other web properties.
- Assist course teams with course specific non-edX sites such as youtube, facebook, twitter etc.

Other

- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987)
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities
- Perform other tasks as directed.

Organisational Relationships

The Course Project Manager reports to the UQx Manager.
SELECTION CRITERIA

Qualifications

Essential

- Degree in a relevant academic discipline with at least 4 years subsequent relevant experience Project Management; or
- An equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

Essential

- Excellent interpersonal skills (including written and verbal communication), and a proven ability and experience in liaising with internal and external stakeholders at all levels.
- Demonstrated ability to understand, develop, report on and forecast budgets.
- Demonstrated knowledge of relevant project management tools or equivalent practical methodologies for monitoring project progress.
- Demonstrated knowledge of current industry trends and active participation to keep abreast of current applicable web technologies.

Desirable

- Knowledge of online learning environments
- Knowledge of media production practices
- Knowledge of the University's policies and procedures, and organizational structure.
- Proficiency in Project Management software programs.

Experience

Essential

- Extensive experience and demonstrated ability to manage projects and budgets
- Demonstrate experience in dealing effectively, collaboratively and simultaneously with multiple internal and external clients

Desirable

- Experience in project management in a tertiary institution
- Experience in the application of the agile project development process and management

Personal Qualities

- The ability to accommodate and embrace new ways of thinking
- An organised and methodical approach to tasks
- Analytical skills sufficient to assess problems and propose and implement appropriate solutions
- Highly motivated and independent and willing to work constructively to meet objectives with limited guidance
- Must be prepared to learn new skills
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.