POSITION DESCRIPTION

Position Title: Project Coordinator, Mental Health Strategy Implementation
Organisation Unit: Student Affairs
Position Number: 3041610
Type of Employment: Part time, 3 Years 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 (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 $11 billion+ (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 Deputy Vice-Chancellor (Academic) (DVCA) is a member of The University's senior executive, and is responsible for the University's commitment to providing high-quality teaching and learning, and enhancing the UQ student experience.

The Student Services Directorate is part of the Student Affairs Division, which also comprises the Health Service and UQ Student Employability Centre. The Student Employability Centre is custodian of the UQ Student Employability Strategy, and co-ordinates and promotes the distinctive features of the UQ student experience including the 'UQ Employability Award', leadership, global mobility and undergraduate research experiences, and provides supports to enable students to translate, articulate and transfer these experiences into the workplace.

The objective of Student Services is to provide a range of services and support functions that enhance the student experience and assist in ensuring student success.

The current initiatives run by Student Services fall into a number of areas:

- Advice Teams | The focus is on enabling student success through providing general and specialist support including accommodation, disability and inclusion, general welfare and international student advice.

- Learning Development Team | The focus is on supporting student success through online, group and one to one initiatives to enhance academic and learning skills for students.

- Counselling Team | The focus is on providing an opportunity for enrolled students to access professional counselling so that they may better develop and fulfil their personal, academic and professional potential.

- Student Experience Teams | The focus is on delivering projects that help students make connections and partnerships that enhance their experience at UQ. The work of this team will provide opportunities for students to build a sense of belonging and support within UQ.

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

Information about the Directorate may be accessed on the Student Services web site at http://www.uq.edu.au/student-services

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

To coordinate UQ’s delivery of the Mental Health Strategy.

This role will be instrumental in the delivery of the Mental Health Strategy Implementation Plan. In collaboration with internal and external partners, this role will support partnerships to deliver the Mental Health Strategy. For the staff and students of The University of Queensland to realise their potential, the University acknowledges its responsibility to include mental health within its core business.

In 2018, we will focus on raising awareness, capacity building and promoting mental health for all our community. During the year, we will also develop detailed action plans, which respond to the needs of students and staff.

Duties

Duties and responsibilities include, but are not limited to:

1. Develop partnerships informal and formal to deliver the Mental Health Strategy through the delivery of the Action / Implementation Plans
2. Act as primary point of contact for internal and external stakeholders wishing to engage or develop initiatives relating to the Mental Health Strategy or its initiatives
3. Complete and maintain an environmental scan of current partnerships, engagement and service delivery
4. Deliver presentations and activities relating to awareness raising across UQ to groups of students and staff
5. Be familiar with internal and external services and resources in the community and work closely with them to build partnerships and processes for students and staff to access as required
6. Lead the coordination, development, delivery and evaluation of group work programs and community information sessions (including but not limited to Mental Health First Aid courses and similar training)
7. Facilitate regular operational groups to plan and review activity related to the Mental Health Strategy
8. Comply with organisational OH&S as well as program specific risk assessment and management procedures
9. Assist in the identification and development of appropriate data sources and analysis options to support the promotion of the Mental Health Strategy and associated program of activity as a strategic priority at UQ, providing reports and recommendations as required.
10. Train and supervise support staff and volunteers as required.
11. Assist the Student Affairs Leadership Team in any reasonable request as required.
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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 to the Senior Manager, Student Counselling, Student Services.

SELECTION CRITERIA

Essential

- Completion of an undergraduate degree and at least three-four years in an area related to project or program delivery or an equivalent combination of at least 2 years relevant experience and/or education/training. This would sit alongside experience within human services, health or other related field.
- Experience working in partnership with a diverse range of people
- Enthusiasm to engage effectively with and support people from different cultural backgrounds.
- Superior judgement and the highest ethical standards to deal with confidential information and to maintain client confidentiality and provide information and advice to, internal and external clients, both orally and in writing.
- Experience in setting appropriate goals, prioritising work and following through on tasks to achieve excellent results within specified timeframes.
- Demonstrable ability to develop clear project plans and timelines, regularly communicate with stakeholders including project team members and monitor project progress maintaining within budget and required standards.
- Demonstrated excellent interpersonal and communication skills, including an ability to negotiate, provide advice to and liaise with a wide range of clients and stakeholders including students, academic and professional staff and other contacts, displaying cultural sensitivity.
- Demonstrable success in prioritising own workload in a high pressure environment, working independently and proactively and meeting deadlines with attention to detail.
- The ability to analyse data, develop reports, draft documents and integrate information from a variety of sources accurately and timely.
Desirable

- People management – experience of managing / supervising staff and/or volunteers
- Understanding of issues related to the student experience, entrepreneurship and employability within higher education nationally and internationally
- Experience working within mental health services or initiatives.
- Experience in the development and delivery of projects and initiatives designed to improve the student experience within a higher education environment.
- Knowledge of the University’s structure as well as an understanding of policies, procedures, systems and practices in higher education or the ability to rapidly acquire this knowledge.

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.