POSITION DESCRIPTION

Position Title:            Student Partners Adviser
Organisation Unit:       Student Affairs
Position Number:
Type of Employment:      Full time – fixed term until December 2020
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 (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 Student Affairs Division within the portfolio of the Deputy Vice Chancellor Academic is comprised of Student Services, Student Employability Centre, and the UQ Health Service. The division focusses on helping UQ students at St Lucia, Gatton and Herston campuses succeed in their studies and make the most of their UQ student experience by:

- Providing a range of support services that effectively meets the needs of the UQ student population, and
- Working across the UQ Community to drive strategies to strengthen the quality of the overall student experience,
- Facilitating access to experiences that assist students to reflect UQ graduate attributes and enhance their employability

Further information about the Student Affairs Division can be found here: http://student-affairs.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-ug

DUTY STATEMENT

Primary Purpose of Position

Working in partnership with the Student Partners Coordinator internal and external stakeholders, this position will play a key role in the generation and coordination of partnership opportunities for students and staff.

This position will provide support and advice to academic staff on the development of student partnership projects, especially in relation to teaching and learning design, delivery, and evaluation across the university, and will foster the wider cultural implementation of the Students as Partners ethos at UQ.

This position will contribute to the development of a coordinated web presence that streamlines student and staff access to partnership opportunities, programs, recruitment, training and resources, and will support both students and staff participating in Student Partners initiatives across UQ.

Duties

Duties and responsibilities include, but are not limited to:

- Plan, develop, and implement a student partner approach that enables students to positively impact learning and teaching at UQ and ensure partnership engagement
activities are well communicated, supported and are in line with other relevant UQ strategic objectives and programs/projects.

- Work closely with academic staff to identify, develop and scope new student partner opportunities and provide advice on the development and delivery of student partner projects across the University.

- Design and deliver seminars, forums and workshops, and develop resources and online materials, for academic and professional staff members involved in the design and implementation of student partner initiatives.

- Manage content for relevant web pages, develop resources to support student partners, and assist Student Partner Coordinator to maintain and grow the Student Partners Community of Practice.

- Assist in the identification and development of appropriate data sources and analysis options to support the promotion of student partners as a strategic priority at UQ, providing reports and recommendations as required.

- Report management information and develop a suite of key performance indicators to facilitate the continuous review and improvement of processes, procedures and systems to ensure systemic and sustainable delivery of Student Partners initiatives.

- Manage Student Partners stipend allocation, including maintaining records, tracking and managing project milestone achievements, and facilitating payments.

- Represent UQ at meetings, public functions, information sessions, recruitment events, interviews and other forums.

**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 to the Work Integrated Learning Coordinator within the Student Employability Centre.

**SELECTION CRITERIA**

**Essential**

- Completion of an undergraduate degree, with three to four years' experience in a relevant area or an equivalent combination of relevant experience and/or education/training.
• Advanced interpersonal skills, including the effective liaison and negotiation skills needed to establish cooperative working relationships with a wide range of stakeholders including students, academic and professional staff and senior management.

• Demonstrated experience in the development of clear project plans and timelines, stakeholder communication, monitoring of project progress within budget and required standards, and project implementation.

• Ability and 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 in timely manner.

• Demonstrable experience in use of customer relationship management systems (CRM), preferably StudentHub, and a commitment to continuous improvement

• 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.

Desirable

• Awareness of issues related to the student experience, retention, and employability within higher education nationally

• Demonstrated ability to prepare educational resources to support teaching and learning

• Demonstrated experience in managing payments and financial reporting

The University of Queensland is committed to equity, diversity and inclusion.