POSITION DESCRIPTION

Position Title: Program Analyst
Organisation Unit: Institute for Teaching and Learning Innovation (ITaLI)
Position Number: NEW
Type of Employment: Full-time, Fixed term (3 years)
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 (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.
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 (ITaLI) is taking a leading role in teaching and learning, professional education and innovation. ITaLI is an integrated teaching, research and service delivery centre for teaching and learning practices at UQ. ITaLI seeks to establish and maintain a flexible operating structure to drive and support innovation and excellence for these activities.

Directed by the Pro-Vice-Chancellor (Teaching and Learning), ITaLI provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics, and aims to transform teaching and learning across the University through the delivery of faculty and executive prioritised, teaching and learning projects and services, including support to deliver UQ’s Student Strategy. ITaLI addresses critical areas of unmet need in teaching and learning by bridging the gap between the exponentially-expanding discipline of higher education teaching and the increasing complexity of teaching to assist University teaching staff and improve the learning experience of students.

UQ’s Student Strategy was designed to deliver on a commitment to provide students with the best opportunities and practical experiences during their time at university, empowering them to create change with a skill set that will prepare them to exceed expectations throughout their careers.

The Student Strategy Program Office has been established within ITaLI to support the governance and delivery of UQ’s Student Strategy. In the short-term, the program is expected to develop and deliver specific initiatives including initiatives around blended learning, elearning environments, learning analytics, student employability, student sense of belonging and students as partners.

For further information on ITaLI, please refer to www.itali.uq.edu.au. Further information on UQ’s Student Strategy may be found at www.student-strategy.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 Program Analyst is responsible for ensuring the Program Manager, Student Strategy has line of sight of all Student Strategy projects across UQ, and that these are aligned to the Student Strategy with appropriate project governance. The Program Analyst will also support the Student Strategy Program Office in drafting complex reports designed for both internal and external audiences.
Duties

Duties and responsibilities include, but are not limited to:

- Proactively monitor and track the progress and status of the portfolio in execution, from initiation to project closure, working with project managers and subject matter experts, identifying and escalating risks and issues that may affect the projects’ delivery in terms of quality, cost, time and scope.
- Monitor the realisation of benefits delivered by the projects as assessed against each agreed business case.
- To enable timely and informed decision making, manage a reporting suite and portfolio of progress and status dashboards in execution, which includes all aspects of project management, service delivery management, project artefacts and quality milestones.
- Manage project communication with internal and external clients and stakeholders.
- Any other duties as reasonably directed by your supervisor.

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
- the adoption of 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 Program Manager, Student Strategy, Institute for Teaching and Learning Innovation.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to undergraduate qualifications in higher education, business or related field, or significant progress towards such qualifications, and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience working in portfolio, program or project management environments, including demonstrable skills in administration and support of large projects with multiple stakeholders, a strong understanding of project management principles and methodologies and experience developing and managing effective project documentation.
- Well-developed interpersonal and communication skills and the ability to effectively engage with stakeholders at all levels and to effectively present information to those stakeholders in various formats (verbally and in writing).
- Ability to analyse and contextualise data to identify and interpret underlying issues potentially impacting the program delivery and identify a range of viable solutions;
- Demonstrated commitment to delivery of outcomes using an organised and methodical approach to tasks, as well as a self-motivated, positive and enthusiastic approach to achieving goals through effective team and individual work.

Desirable

- Experience in working in the higher education sector.
- Experience in program workforce planning and management.
- Awareness of program management utilising structured program and project management frameworks (e.g. PRINCE2/MSP or PMP).

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.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.