POSITION DESCRIPTION

Position Title: Project Officer (Internal Only)
Organisation Unit: Office of the Deputy Vice-Chancellor (Academic)
Position Number: 3042010
Type of Employment: Full Time, fixed term until December 2018
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.

The University of Queensland is a world class institution which ranks in the world’s top universities, as measured by several key independent rankings, including the Performance Ranking of Scientific Papers for World Universities (41), the US News Best Global Universities Rankings (45), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ secured a greater share of Australian Research Council grants in 2016 than any other university nationally. The University’s Life Sciences broad 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 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 a member of the 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 large Faculties complemented by 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 sciences.
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 $13billion+ (see http://uniquest.com.au/our-track-record). UQ also 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.

GOVERNANCE

The University is governed by a 22-member Senate representing University and community interests. Senate is led by a Chancellor and Deputy Chancellor. The Senate has delegated to the Vice-Chancellor many of its powers under the University of Queensland Act 1998 to appoint staff, manage and control University affairs and property, and manage and control finances. www.uq.edu.au/about/governance

UQ’S STRATEGIC PLAN 2018–2021

The University of Queensland positively influences society by engaging in the pursuit of excellence through 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.

Transforming students into game-changing graduates through excellent teaching, support, and exposure to world-leading research is a focus of the new UQ’s Strategic Plan 2018–2021. The world is changing at a breakneck pace, and it is vital that we prepare our students to not only adapt to this change, but also to make a positive impact on society and collectively build a beneficial global legacy. Evidence-based knowledge, the ability to work collaboratively to solve complex problems, and a passion for innovation will be essential attributes for our students, regardless of the exact future shape of society. UQ’s Strategic Plan 2018–2021 focuses on graduate employability, collaboration and diversity and inclusivity.
DUTY STATEMENT

Primary purpose of position

The Office of the Deputy Vice-Chancellor (Academic) is currently engaged in a number of large, complex, high risk and important projects which have a university wide impact and are at different levels of maturation. The projects include infrastructure, new models of service delivery, digitisation, policy review and curriculum redesign.

We are seeking a Project Officer who is a highly experienced professional to provide support to these projects within the portfolio. The Project Officer will work across multiple projects whilst managing competing deadlines by providing administrative support including governance functions and record keeping.

Duties

Duties and responsibilities of the Project Officer include, but are not limited to:

- Provide Secretariat/governance support for Steering Committees and Working Groups
- Provide general project support (setting timelines, making sure governance steps are completed, preparing documentation)
- Act as first point of contact and provide general support to the Project team
- Organise stakeholder consultation and communications (surveys, meetings, forums and working groups)
- Monitor Project budget and prepare monthly financial reports
- Prepare briefing papers and reports for various groups/committees
- Prepare written documentation in support of communication strategies
- Liaise with Planning and Business Intelligence regarding data requirements including identifying data sources and undertaking high level analysis
- Design and manage content for a SharePoint site to enable ease of access to documentation
- Undertake administrative functions such as room bookings, catering, and liaison with key stakeholders.
- Website design and content development and maintenance to communicate activities, messages and timelines
- Other activities in support of the project as determined.

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
REPORTING RELATIONSHIPS

The position reports to the Senior Manager, Academic Projects within the Office of the Deputy Vice-Chancellor (Academic). The key business relationships will be with the members of the Governance Committees, Project staff, and external stakeholders.

SELECTION CRITERIA

Essential

• A degree with at least four years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training
• Project experience and skills, including the provision of support to large scale and complex projects including monitoring, documenting and reporting progress
• Demonstrated high level oral and written communication skills including the provision of secretariat support to governance structures and the ability to draft complex documents
• Demonstrated understanding and high level skills in analysis, interpretation and presentation of data relevant to monitor and evaluate programs and projects
• Excellent time management skills with the ability to manage competing priorities while still meeting deadlines, maintaining attention to detail and accuracy
• Strong interpersonal skills, including the ability to work both collaboratively with colleagues and other internal and external stakeholders, as well as work autonomously to complete tasks as required
• Proficiency in relevant technologies, including MS Office Suite, SharePoint, website design and writing, and the capacity to identify and implement new technologies if required to meet the needs of the role (i.e. communication technologies)

Desirable

• Experience in supporting multiple projects
• Knowledge of Tertiary Education sector business practices

To discuss this role please contact Sue Chapple, Senior Manager, Academic Projects on 61 7 3365 8239 or email s.chapple@uq.edu.au