POSITION DESCRIPTION

Position Title: Course Project Manager
Organisation Unit: Institute for Teaching and Learning Innovation (ITaLI)
Position Number: 3041534
Type of Employment: Full Time, Fixed Term for 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.

Information about ITaLI may be accessed on the Institute’s web site at www.itali.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 Course Project Manager will undertake the project management of design, production, and execution of blended courses and programs developed by School- and Faculty-based academic staff as supported by 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 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 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 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 Program 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 Program Manager up to date with course progress.
- Attend and report to weekly production meetings.
- Prepare a course wrap up report for the Program Manager.

**Communication**

- Manage the execution of course marketing and communications plans, including liaising with marketing groups in UQ OMC, Faculties, Centres and Institutes.
- Manage public course-related announcements and their posting to websites, blogs, UQ News and other web properties.
- Assist course teams with course specific sites such as YouTube, Facebook and Twitter.
- 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 Course Project Manager reports to the UQx Manager.
SELECTION CRITERIA

Essential Qualifications

- 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

- Excellent interpersonal skills (including written and verbal communication), and a proven ability and experience in effectively, collaboratively and simultaneously with liaising with multiple internal and external stakeholders at all levels.
- Demonstrated experience in and 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 and new ways of thinking.
- Analytical skills sufficient to assess problems and propose and implement appropriate solutions.

Personal Qualities

- Highly motivated and independent and willing to work constructively to meet objectives with limited guidance while applying an organised and methodical approach to tasks.

Desirable

- Knowledge of online and on-campus learning environments.
- Experience in project management in a tertiary education institution.

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.