POSITION DESCRIPTION

Position Title: HR Program Coordinator
Organisation Unit: Human Resources Services
Type of Employment: Full-time Fixed term for 6 months
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 (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 (60). 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

UQ Human Resources is responsible for enabling achievement of the University’s strategic ambitions through attracting, developing and retaining talented, engaged and high performing staff. This, in turn, enables University staff to better support our current and future students. Human Resources provides high quality human resource management guidance and expertise, through effective policy development, constructive advice and efficient administrative services. We are building a team of strategic HR professionals to provide outstanding, client focused, proactive and effective solutions and services for all UQ staff.

The key specialist service areas of Human Resources are:

- Client Services
- Workplace Relations
- Workplace Diversity and Inclusion
- Organisational Leadership and Development
- HR Systems and Business Analysis

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 primary purpose of this role is to coordinate the suite of HR projects, related meetings and activities. This role also participates in project meetings and engagement activities.

Duties

Duties and responsibilities include, but are not limited to:

Program Coordination

- Working closely with the HR Program and Change Manager to action program coordination tasks.
- Preparation and maintenance of program schedule and plan.
- Coordinate meetings and manage the schedule activities to assure focus across the program and priorities.
- Use confluence to support the structure of information capture and reporting by project and across the program.
• Capture and prepare information for program reporting in a standardised format across the different projects.

• Design an easily accessible dashboard displaying current and upcoming actions for each project in the portfolio.

• Prepare and monitor program communications.

• Any other duties as reasonably directed by your supervisor

**Change management**

• Work collaboratively with key stakeholders at all levels.

• Consult, engage and build collaborative business relationships and networks with key stakeholders.

**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 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 Human Resources Program and Change Manager.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree; or an equivalent combination of relevant experience and/or education/training
- Demonstrated experience in co-ordinating multiple projects with multiple stakeholders within an IT/Business solutions context.
- High level organisation skills, including project management, information and records management.
- Excellent knowledge of Confluence.
- Experience in the use of a wide range of computer applications in a network environment (particularly Microsoft applications).
- Strong interpersonal skills, with the ability to communicate, collaborate, consult, influence and negotiate with stakeholders and staff at all levels.
- Ability to prioritise own workload, work independently and meet deadlines.

Desirable

- Having an understanding of implementing change in a large diverse and devolved organisation.
- Understanding of business process review principles and methodology.

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.

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