POSITION DESCRIPTION

Position Title: Program Coordinator, HR Transformation Program Office
Organisation Unit: Human Resources
Position Number: TBC
Type of Employment: Full-time, fixed term appointment for 6 months
Classification: HEW 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**

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 and Remuneration
- Workplace Relations and Organisational Change
- Workplace Diversity and Inclusion
- Organisational Leadership and Development

Human Resources at UQ operates within a highly devolved environment with Human Resources staff located in Professional Services teams in Faculties, Research Institutes and Central Divisions, supported by HR specialist service teams.

**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**

To work with the Chief Human Resources Officer (CHRO) and members of the HR Transformation Program office to support key HR transformation initiatives, systems implementation and process improvements. This will involve working with and supporting multiple project managers to develop project timelines, maintain progress reports, develop and manage communication plans and organise engagement with key stakeholders. This role will also be a liaison point with the Strategic Programs Office to provide updates on key HR projects.
Duties

Duties and responsibilities include, but are not limited to:

- Under the direction of the CHRO (or nominee) assist with the development of the HR Transformation Program Office, this may include, but is not limited to drafting the scope of the office, defining the resourcing requirements, developing budgets, determine space allocation.
- Under the direction of the CHRO (or nominee) draft project plans and scope for approval, including project structure, milestones, deliverables, resourcing, budgets, risks and managing project documentation.
- Liaise with Project Managers, members of the HR Functional Leadership Team and other stakeholders to review and monitor the projects and project plans regularly to track deadlines, deliverables, resources and timelines and prepare update reports for the CHRO and the Strategic Programs Office
- Draft communications for projects to key stakeholders
- Draft agendas for meetings as required, take minutes and follow up actions.
- Monitoring project issue/risks and identify which issues and risks should be tracked, escalated, and prepare summaries for reporting.
- Lead on transformational projects and undertake business process mapping, including facilitating workshops with key stakeholders
- Actively lead or support recruitment activities within HR Transformation Office or elsewhere as directed by the CHRO (or Nominee).
- Demonstrate a personal commitment to the University’s values

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 Chief Human Resources Officer or nominee.
SELECTION CRITERIA

Essential

- Completion of a degree in Human Resources or Business Management or other relevant discipline and 4 years’ subsequent relevant experience within a complex HR environment; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated project management experience and skills including application of relevant project management tools, or equivalent practical methodologies, for managing issues and risk as well as monitoring, documenting and reporting all phases of a projects’ progress.
- Demonstrated high-level oral and written communication skills and presentation skills.
- Ability to exercise initiative and judgement, to work independently and to adopt a flexible work approach.
- Effective 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 with other internal and external stakeholders, as well as work autonomously to complete tasks as required.
- Proficiency in relevant technologies, including MS Office Suite, and the capacity to take up new technologies if required to meet the needs of the role (i.e. communication technologies).

Desirable

- Experience in facilitating workshops.
- An understanding of, the ability to quickly acquire and understanding of the Higher Education sector.

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 HR Advisor, Central HR Professional Services team.