POSITION DESCRIPTION

Position Title: Team Leader, Academic Policy and Programs
Organisation Unit: Academic Administration, Academic Services Division
Position Number: 3024153
Type of Employment: Continuing full-time
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 (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 a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment
The Academic Services Division (ASD) consists of two directorates that provide high quality administrative and professional services in support of the University’s academic activities. The directorates within ASD are Student Administration and Academic Administration.

Academic Administration provides central administrative support for learning and teaching activities through a range of services spanning academic policy development and decision-making processes, management of teaching spaces and class scheduling, and misconduct and student grievance resolution processes. It comprises three organisational units:

- Academic Policy and Programs
- Student Complaints and Grievance Resolution
- Teaching Space Management.

The Academic Policy and Programs team provides administrative support for teaching and learning activities through a range of services that facilitate, co-ordinate and inform, amongst other things, academic governance and decision-making, quality management, and regulatory compliance.

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](http://www.uq.edu.au/current-staff/working-at-uq)

DUTY STATEMENT

Primary Purpose of Position
The Academic Policy and Programs Team Leader will provide high-level administrative services to support Academic Policy and Programs at UQ.

The successful applicant will serve as Team Leader within the Academic Policy and Programs team, with responsibilities including supervising staff, assigning tasks, conducting performance appraisals and identifying staff development needs.

Duties
Duties and responsibilities of the Team Leader, Academic Policy and Programs include, but are not limited to:

Academic Policy

- Overseeing planning and completion of tasks and projects, including management and maintenance of academic policies, procedures and guidelines in the Policy and Procedures Library (PPL)
- Investigating and providing advice to policy on new and revised policies and procedures, and ensuring consistency and accuracy of PPL content
- Providing academic policy development and approval advice and support to executive committee chairs and members, as well as to faculties and schools
Academic program management

- Overseeing and monitoring the approval workflow of academic program proposals
- Liaising with faculties and schools to provide advice and investigating solutions in relation to academic program planning and approval
- Overseeing and managing program configuration within SI-net for the programs and plans
- Liaising with the Planning Office and Student Fees Unit on matters related to program and plan approvals and various reporting requirements, as necessary
- Providing oversight and management for publishing program updates on the Program Bulletin SharePoint site, including managing academic calendar variation requests
- Collaborating with faculties on proposed revisions to program rules and the development of rules for new programs, and overseeing publication of approved program rules
- Collating and submitting CRICOS applications through the TESQA portal for new university programs, and co-ordinating updates of the PRISMS database as necessary
- Providing advice, problem solving and project management in relation to program and plan enquiries from faculties and schools

Secretariat support

- Providing secretariat and other administrative support for central University committees and working parties, including but not limited to: research, briefing papers, drafting agendas, minutes, reports and correspondence
- Managing the provision of accurate and comprehensive advice to the university community on the activities of the Academic Board and its sub-committees. Central committees currently supported by APP are:
  - Academic Board
  - Academic Board Standing Committee
  - Committee for Academic Programs and Policy
  - Teaching and Learning Committee
  - Programs Sub-Committee
- Providing oversight and management of the Academic Board website and associated SharePoint site in association with the relevant Secretary and Committee Chair

Program reviews

- Overseeing activities associated with the management of reviews of Schools, Institutes, University Centres and central administrative units
- Providing advice on University policies and procedures relating to the conduct of reviews

Elections

- Providing administrative support to the Returning Officer in the planning and conduct of Academic Board elections
- Managing liaison with the external vendor contracted to provide the University's electronic election system (BigPulse)
Other

- Undertaking other duties as required by the Manager, Academic Policy and Programs or the Director, Academic Administration

- Ensuring 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 Manager, Academic Policy and Programs
SELECTION CRITERIA

Essential

- A degree with at least four years of subsequent relevant experience; or an equivalent combination of relevant experience and education/training.
- High-level organisational and administrative skills and an ability to work with limited direction, and to exercise initiative, discretion and sound judgement.
- An excellent track record in working with and leading a team.
- Demonstrated experience in providing secretariat support and advice to University committees.
- Excellent written and oral communication skills, with the ability to communicate, consult and negotiate with staff members at all levels of the organisation.
- Demonstrated high level of computer literacy including the ability to use word processing, database systems.
- Demonstrated administrative experience in a higher education institution
- Ability to exercise discretion and maintain confidentiality.

Desirable

- Knowledge of academic governance in a university environment
- Knowledge of the Australian University context and operating environment including compliance requirements for Australian Universities

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.