POSITION DESCRIPTION

Position Title: Risk Management Coordinator
Organisation Unit: Governance and Risk Division
Position Number:
Type of Employment: Full-time, fixed term
Classification: HEW Level 8

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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 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 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 will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Governance and Risk Division provides leadership, strategic direction and management to enable effective and efficient governance and risk management towards delivering the University’s planned outputs and outcomes.

The Division is responsible for the development and management of the University’s enterprise-wide governance, risk management, compliance and procurement frameworks facilitating their adoption, and providing assurance on their effectiveness.

The Division comprises the following specific functions and teams:

- Enterprise Governance
- Enterprise Risk Services
- Enterprise Insurance Services
- Enterprise Compliance Services
- Enterprise Procurement Services
- Travel Management Services
- Internal Audit
- Customs House

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 position is responsible for facilitating the adoption of standardised processes and controls to ensure University travel is effectively and efficiently managed, including travel risk management, travel insurance, compliance and safety of UQ travellers.

The position will work closely with the Manager, University Travel to embed travel related initiatives across the University.

Duties

Duties and responsibilities include, but are not limited to:

- Work with stakeholders to facilitate the adoption of processes, procedures, systems and tools to enable and ensure the effective and efficient assessment and management of University Travel, including travel risk management, travel insurance, compliance and traveller safety.
- Coordinate the day-to-day operations of the Travel Management Help Desk and Support services.
- Provide information, reliable reporting and appropriate support to decision makers on meeting UQ’s duty of care obligations.
- Develop and implement relevant communications and appropriate training programs including guidelines, presentations, facilitated workshops and awareness sessions to help protect the University as well as travellers.
- Develop and publish on UQ’s Travel website standardised travel documentation such as ‘travelling tips’, country risk assessments and high risk destination approval checklists and facilitate their adoption.
- Support the Manager, University Travel to manage the relationship with the University’s corporate travel provider(s) to ensure services are being delivered to agreed standards.
- Perform other travel related functions and assignments as instructed by the Director Governance and Risk.

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 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, University Travel.
SELECTION CRITERIA

Essential

- Relevant postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or an equivalent level of expertise in travel management and/or global security (travel) experience gained from a combination of workplace experience, training, professional accreditation and/or qualifications.
- Demonstrated experience in travel management, including experience of managing operational teams, within a complex environment.
- Exceptional interpersonal skills, with the ability to build and maintain productive relationships and to communicate, negotiate, network and consult with key stakeholders.
- Previous experience implementing or using travel management tools and travel tracking platforms.
- Outstanding communication skills (written and verbal), providing authoritative advice to confidently articulate complex issues and provide well-researched information to senior managers, staff, and other internal and external stakeholders.
- Excellent organisational and planning skills, including proven experience in successfully managing and implementing projects and strategic initiatives.
- Demonstrate personal responsibility in meeting objectives, including the ability to recognise and resolve issues impacting on the achievement of required outcomes.
- Excellent analytical and problem-solving skills, underpinned by strong business acumen.

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.