POSITION DESCRIPTION

Position Title: Senior Policy Officer
Organisation Unit: Governance and Risk Division
Type of Employment: Fixed-term, Full-time
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
- Corporate Services
- Internal Audit

Enterprise Governance Services is responsible for ensuring the University has effective and efficient governance system of internal controls including fit for purpose policies and procedures. This includes providing leadership and support to the Streamlining and Enhancing Policies and Procedures Program. The purpose of this program is to:

- Streamline and enhance University policies and procedures; and
- Provide a process with supporting resources to enable the development of high quality, need-based policies and procedures.

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 provide high level advice and assistance, including the provision of policy research, analysis and content development, to the policy owners to help them review and revise their policies as part of the Streamlining and Enhancing Policies and Procedures (SEPP) Program.
**Duties**

Duties and responsibilities include, but are not limited to:

- In consultation with the policy owners and in alignment with the objectives of the SEPP Program, critically evaluate, review and help develop University policies and procedures to ensure alignment with the University’s risk appetite and strategic objectives.
- Proactively support the policy owners to draft their policies based on policy objective, scope and content identified by them.
- Provide high quality, authoritative and timely advice to policy owners on policy writing/drafting issues.
- Consult, negotiate, establish and maintain highly effective relationships with key stakeholder groups, including SEPP Program Teams, to facilitate successful delivery of the program.
- Develop implementation and communication plans for new University policies and procedures as required.
- 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/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, Enterprise Governance.
SELECTION CRITERIA

Essential

- Postgraduate qualifications or progress towards postgraduate qualifications in a relevant discipline and extensive relevant experience; or an equivalent level of expertise gained from a combination of experience, training, professional accreditation and qualifications.
- Proven research and analytical ability and demonstrated capability in policy development and drafting, including the use of plain English.
- Successfully used research, analysis and judgement to provide quality advice and reports to inform decision-making on complex policy issues.
- Well-developed interpersonal skills with the ability to build and maintain productive relationships with the ability to communicate, negotiate, network and consult with key stakeholders.
- Proven ability to work collaboratively with team members and complete tasks by managing priorities and tight deadlines.
- Demonstrate personal responsibility in meeting objectives, including the ability to recognise and resolve issues impacting on the achievement of desired outcomes.

Desirable

- Knowledge of, and/or demonstrated ability to rapidly acquire and apply knowledge of, University governance frameworks.
- Knowledge and understanding of University policies and procedures or the ability to rapidly acquire this knowledge.

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.