POSITION DESCRIPTION

Position Title: Faculty Executive Manager
Organisation Unit: Faculty of Engineering, Architecture & Information Technology
Position Number: 1255800
Type of Employment: Full time, fixed term for up to 4 months
Classification: Hew Level 10B

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

The Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

The Faculty recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

For more information about the Faculty, please visit: www.eait.uq.edu.au

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 position is to be responsible for the management and high-level oversight of student/academic administration, IT, facilities, OHS and marketing teams to ensure the Faculty operates efficiently and effectively.

You will also be required to provide high-level strategic advice and support to the Executive Dean in the planning and management of this complex Faculty, including the identification, development and implementation of initiatives to promote the continuing development and growth of the Faculty. In addition, you will act as the primary link between the Faculty and the Central Administration of the University, as well as ensuring the development of effective working relations with other Faculties and with key external stakeholders.
**Duties**

Duties and responsibilities include, but are not limited to:

**Leadership of Faculty Administration**

- Provide leadership for the strategic delivery of Faculty level administrative and technical services, including direct line management of diverse functional managers.

- Manage and be responsible for:
  - The formulation and oversight of the Faculty’s annual Operating Budget, including three-year forward projections of Faculty income and expenditure, in consultation with the Faculty Finance Manager.
  - Space planning and infrastructure management across multiple buildings.
  - Meeting all University Management reporting requirements including the Operational Plan, Risk Register and Internal Audit.

- Provide leadership in the implementation and continuous improvement of consistent and cost efficient services ensuring a collaborative culture that supports the vision of the Faculty.

- Lead the operations of the Faculty, giving strong emphasis to partnerships and communication between the Schools and Centres, and positively representing the Faculty to its internal and external stakeholders.

- Liaise with, inform, advise and guide School Managers within the Faculty.

**Strategic Management, Policy Formulation and Planning Support**

- Provide strategic advice on operational management issues to support the Executive Dean.

- In collaboration with the Executive Dean and other academic leaders within the Faculty, articulate the strategic plan and develop business and operational plans.

- Advise the Executive Dean, Heads of Schools and Directors of Centres on major internal or external policy changes and their implications for the Faculty, School and/or Centre including the identification, management and mitigation of risk.

- Chair, organise and/or participate in the Faculty’s main committees, and provide support and advice to key Committees such as the Faculty Board and the Faculty Leadership Advisory Group.

- Prepare submissions, policy proposals/options and discussion papers on major issues facing the Faculty, liaising with other Faculties and Central Administration including the management and implementation of change within the Faculty.

- Work collaboratively with the University’s Professional Services Teams (PSt) advocating on behalf of the Faculty.
- Utilise professional networks to gather information, make representation and influence policies and procedures at the University level to better accommodate the interests of the Faculty, its Schools and its Centres.

- Undertake strategic projects for the Executive Dean which may involve complex matters and rapid turnaround

- Represent the Faculty on Central University Committees as required

**Academic Administration**

- Provide advice to the Executive Dean on administrative requirements and changes and their impact on the Faculty’s academic offerings ensuring:
  - the management of the timetabling of lectures, tutorials, exam schedules and each School's entries in the Course Catalogue are timely and effective;
  - the Faculty's marketing activities to promote the Faculty locally, nationally and internationally at undergraduate and postgraduate levels are met and;
  - the Faculty is represented at University-wide promotional activities and events

**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 directly to the Executive Dean, Faculty of Engineering, Architecture and Information Technology.

The position holds Band 5 Financial Delegation and Level 4 Human Resources Authorisation.

**SELECTION CRITERIA**

**Essential**

- Postgraduate qualifications in a relevant area or an equivalent combination of relevant experience and education/training.

- Extensive experience, preferably in a tertiary education environment or other large
organisation in a position with a significant focus on management/leadership responsibilities.

- Experience in the areas of organisational design, strategic workforce planning and change management practices.

- Previous experience demonstrating the success your strategic interventions have had on organisational effectiveness.

- A proven history and continued interest in remaining current on organisational development and change management tools, techniques, strategies and practices in order to provide effective and efficient consultative advice to multiple stakeholders.

- Good understanding of current tertiary education funding issues as well as an appreciation and understanding of teaching and learning and quality issues in the higher education sector;

- Broad experience of the international education environment, with sound working knowledge of issues relating to the export of Australian education, including awareness of relevant legislation

- Experience in budget planning and implementation

- Experience in dealing with a wide cross section of people, from students to senior university and government personnel, to high level political and diplomatic figures

- Team focused with an ability to work effectively in a multi-faceted position

- Ability to act independently and take initiatives without direction within established University and Faculty policies and guidelines

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 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 contact person listed in the job advertisement.