POSITION DESCRIPTION

Position Title: Program Lead – Transformational Learning

Organisation Unit: Sustainable Minerals Institute

Position Number: 3041730

Type of Employment: Full-time, Fixed term appointment for 12 months

Classification: Hew Level 10 A

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://uniqest.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**

One of the UQ’s eight research institutes, the Sustainable Minerals Institute (SMI) consists of some 240 staff and postgraduate students covering the areas of mining and geology, mineral processing, environment and rehabilitation, social responsibility, safety and risk, water and unconventional gas. SMI is industry-focused and consequently works with many leading global resources companies and many small-medium enterprises and suppliers. SMI interacts strongly with governments and community. A priority for SMI is the development of talent and providing an environment for successful and rewarding careers.

SMI was founded in 2001 and since its inception has established a reputation as a unique institution for integrated sustainable development research in the resource sector. SMI is a truly global institute with staff and students from around the world. SMI's people are also diverse in their discipline backgrounds, which range across disciplines including anthropology, geology, soil science, sociology, hydrology, environmental science, engineering and mine management.

The Institute 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. SMI 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.


SMI comprises six major research Centres which are organised into pairs:

- **SMI's Production Centres are the:**
  - WH Bryan Mining and Geology Research Centre
  - Julius Kruttschnitt Mineral Research Centre
- **SMI's People Centres are the:**
  - Centre for Social Responsibility in Mining
  - Minerals Industry Safety and Health Centre
- **SMI's Environment Centres are the:**
  - Centre for Mined Land Rehabilitation
  - Centre for Water in the Minerals Industry

**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 develop and lead a significant multi-disciplinary program of education and training activities that, in its entirety, engages UQ researchers from multiple entities including SMI Centres and relevant Faculties, and which also engages industry partners and external collaborators. The objective of the program is to promote UQ’s brand and ability to transfer research outcomes to applied knowledge in resources sector applications.

This program will include seminars, workshops, study visits, short courses/continuing professional development courses, and for-award postgraduate courses for delivery in Australia and in target overseas countries. These elements will be delivered by a range of providers including personnel from SMI and other areas of UQ, other contracted tertiary institutions and external training organisations within Australia and overseas. This position is responsible for ensuring the program is academically coherent, professionally presented, value-adding to recipient organisations and financially viable.

Duties

Duties and responsibilities include, but are not limited to:

Strategic and management activities

- Develop a Transformational Learning Strategy for SMI that engages resources across SMI and the broader UQ environment.
- As a member of the SMI Extended Leadership Team, participate actively in strategic planning for SMI Transformational Learning and SMI more broadly
- Provide advice to the SMI Director and SMI Senior Leadership Team, including on the identification, development and implementation of initiatives to promote the development and growth of the international education and professional development activities.
- Facilitate the development and implementation of a comprehensive communication and marketing strategy for the program.
- Recruit, develop and manage staff working on the program to facilitate the necessary skill levels and promote excellence.
- Review, evaluate and report on the financial and overall performance of the Knowledge Transfer Program.

Engagement and Business Development

- Analyse external and internal environments to identify strategic and short-term industry needs and related business opportunities
- Coordinate the activities of the program with other areas of UQ including, but not limited to EAIT, UQ Business School, UQ International Development and UQ Global Engagement
- Establish and manage effective relationships with other collaborating and contracted organisations to ensure the success of the program.
- Explore opportunities for delivery of focussed, in-house professional development programs including flexible delivery of courses and alternative delivery methods.
• Develop new markets and courses for delivery of training and professional development courses globally

**Education activities:**

• Utilize and build upon national and international networks to identify and access the capabilities required by the program to successfully meet its objectives.
• Manage resources for the design, development, delivery and evaluation of education and professional development activities, including financial and staffing resources.
• Lead the development of annual activity programs and budgets for the program.
• Ensure that program activities reflect leading practice in learning design and delivery.

**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 Institute Director and supervises the Education and Training Program Coordinator.
SELECTION CRITERIA

Qualifications

- A postgraduate qualification in an energy, minerals or sustainable development related discipline.

Knowledge, Skills and Experience

Essential

- Extensive experience in an education leadership role in the area of mining, energy and/or sustainable development.
- Broad-based and multi-disciplinary knowledge of mining and sustainable development concepts
- Extensive experience in the development and delivery of education programs both in and outside of Australia including to participants from non-English speaking backgrounds.
- Demonstrated ability to collaborate in the development and implementation of a vision for the SMI’s international education and professional development program.
- Existing strong networks across the university sector, industry and government in relation to minerals and energy sector education activities and the ability to identify capabilities relevant to the program.
- Excellent interpersonal and communication skills. The ability to communicate with industry and research peers at the highest level and to relate effectively with peers and staff.
- Ability to lead multi-party collaborations including forming and maintaining effective and productive relationships across institutional boundaries to deliver programs of work in line with objectives and targets.
- Demonstrated project management skills and ability to build and oversee the delivery of a major program of work in line with objectives and targets.

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.