POSITION DESCRIPTION

Position Title: Manager, UQ Young Achievers and Outreach Programs
Organisation Unit: Office of Domestic Student Recruitment
Position Number: 3021714
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 (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 University of Queensland’s Domestic Student Recruitment Team (DSR) has an important mandate for attracting academically capable students from throughout Queensland and Australia. The Office is responsible for student recruitment, engagement with secondary schools, and a range of Outreach programs aimed at increasing the tertiary study and career aspirations of students from low socio-economic backgrounds.

The Outreach Team comprises seven general staff, including the Manager. The Team is responsible for administering the UQ Young Achievers Program (UQYAP), the UQ Outreach Program and general aspiration-building and outreach work involving schools, prospective students and families.

Information about DSR can be found here – www.uq.edu.au/opsse

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 Manager, UQ Young Achiever & Outreach Program is responsible for providing leadership of the UQ Young Achievers Program (UQYAP) and UQ Outreach Program. This includes the development and implementation of strategies, events and activities aimed at increasing enrolments of students from low socio-economic and first-in-family backgrounds.

Duties

Duties and responsibilities include, but are not limited to:

Policy, Strategy & Advice

a) Provide advice to the Director DSR on outreach strategy and practice to ensure UQ delivers a high quality suite of programs aimed at raising aspirations for tertiary study among students from low socio-economic backgrounds.

b) Provide advice in relation to HEPP supported outreach programs, ensuring UQ practice and reporting is consistent with government policy and intent.

c) Provide advice to the Director, DSR on program growth and student support initiatives to ensure Young Achievers throughout the life-cycle of the Program are being supported and effective outcomes achieved.

V6.2 October 2017
Operational, Financial & Administrative Management

a) Develop and manage on-campus and in-school outreach initiatives which raise awareness and increase participation rates in tertiary education among students attending selected low SES schools.

b) Lead UQ’s school engagement efforts in UQ Young Achiever and Outreach schools.

c) Participate as a member of the Queensland Widening Participation forum. Provide input on UQ approaches and achievements and ensure the University is operating in alignment with best practice.

d) Provide timely metrics, reports, feedback from stakeholders and other relevant information pertinent to all Outreach activities to inform further development and support reporting back to government.

e) Prepare plans, reports on achievements and HEPP expenditure for inclusion into UQ’s submission to the Federal Government.

f) Prepare and manage budget and forecasts for the UQYAP, Outreach and Widening Participation activities.

g) Lead and manage the continuous improvement of the UQ Young Achievers Program to support the tertiary study and career aspirations of educationally disadvantaged students (200 students and their families across Years 11 and 12).

h) Lead and manage the UQ Young Achievers Program including school engagement, promotion, student selection, risk management, residential experiences, events, communication and the UQYA Student Mentoring Program.

i) Establish and maintain best practice systems and procedures to facilitate the efficient and effective administration of UQYAP and Outreach activities.

j) Work closely with the Manager, Schools Engagement, to design and jointly implement strategies to strengthen and deepen relationships within identified Equity schools.

k) Draft content and guide design work associated with websites and other relevant marketing materials to support UQYAP and Outreach programs and position UQ in the best possible light.

l) Actively participate as a member of the DSR management team and work with others to ensure the Outreach Team is fully integrated.

m) Manage all aspects of the negotiation, delivery and administration for the UQYAP Residential College Accommodation Grants.

n) Manage all aspects of the UQYAP in school bursary payments scheme.

Resource Management

a) Lead and manage Outreach & UQYAP Staff (6).

b) Manage a high quality Student Mentoring Program which provides leadership opportunities for current UQ students (45), helps to raise interest of school students in tertiary study, and underpins recruitment of students from low SES backgrounds.

c) Recruit and lead a team of high performing Student Ambassadors (30 UQ students) to support the outreach work of UQ.
**Relationship & Partnership Management**

a) Establish and maintain excellent working relationships with internal and external stakeholders.

b) Support the Director, DSR & UQ Advancement in the stewardship of Donors by providing opportunities for donors to interact with UQYAP students, families and UQ Student Mentors.

c) Extend and deepen relationships with Principals and School Leadership teams in UQYAP and WP schools to encourage advocacy for UQ.

d) Work collaboratively with the UQ Aboriginal & Torres Strait Islander Studies Unit (ATSISU) to ensure a coordinated, outcome oriented approach to the recruitment of Indigenous students.

e) Other duties as directed

**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 Director, Domestic Student Recruitment (DSR).
SELECTION CRITERIA

Essential

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive experience; or an equivalent combination of relevant experience and/or education/training.

- Experience within a university environment combined with a strong understanding of government policy as it relates to the inclusion of marginalised student groups in higher education, current trends, and the use of best practice strategies in this field.

- Extensive experience in public relations, community engagement or a related area in a university or equally complex environment.

- Highly developed interpersonal and relationship management skills, with the ability to communicate with diverse groups, both within the University and the broader community.

- Demonstrated capacity to work as a leader and collaborator within and across high performing teams.

- Highly developed organisational, planning, project and event management skills.

- Excellent presentation, facilitation and communication skills with demonstrated experience public speaking and presenting to a diverse range of audiences on a variety of topics.

- Demonstrated ability to maintain calm and produce high quality, accurate work under pressure.

- Demonstrated ability to work independently with initiative and creativity.

- Experience with managing budgets/forecasts.

Desirable

- Experience working within a University and or young people aged 12 to 18 years.

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.

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.