POSITION DESCRIPTION

Position Title: Manager, International
Organisation Unit: Faculty of Science
Position Number: 3035142
Type of Employment: Full time, Fixed Term (13 Months)
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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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://uniqest.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.

Faculty of Science

The Faculty of Science unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, planning, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ is ranked among Australia’s top three research universities for the impact of its ground-breaking projects, addressing today’s global challenges of sustainable energy production, feeding a growing world population, maintaining health and well-being, and managing the impact of climate change on our environment.

The units within the Faculty of Science are internationally recognised and their teaching and research successes create a stimulating environment within which the Faculty staff work.

The Faculty is managed by the Executive Dean, who has direct responsibility for the physical, financial and human resources, academic matters relating to programs and students, and a range of other areas such as the development of research, national and international marketing, and enhanced government, business and community links.

Further information on the Faculty can be obtained from the Faculty’s web site at Http://www.science.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 Manager, International is responsible for the development and ongoing management of strategies and initiatives to recruit and transition international students into undergraduate and postgraduate programs within the Faculty. The role is responsible for profiling the Faculty, enhance relationships with the Faculty’s international stakeholders, with a particular focus on partners in China. The position is also responsible for the day-to-day supervision of a team of staff who undertake operational activities as they relate to international students. The position is based at the St Lucia campus, however travel to the UQ Gatton campus, Brisbane CBD and to priority countries will be necessary.
Duties

Duties and responsibilities include, but are not limited to:

**International Partnerships and Global Engagement**

- Liaise with Faculty’s Schools and Centres and UQ International to optimise the Faculty’s global engagement including establishing and managing international agreements for student mobility and articulations, with a particular focus on the Faculty’s China Partner Strategy.
- Participate in negotiations and discussions (onshore and offshore) with current and prospective partners, and conduct due diligence checks to facilitate approval of international agreements
- Oversee, coordinate and represent the Faculty with visiting international delegations.
- Develop and implement strategies to promote and increase participation of UQ students in the UQ Abroad and Exchange program as a means of establishing strong international partnerships

**International Student Recruitment and Retention**

- Identify opportunities, manage and attend international student recruitment activities (onshore and offshore) as they pertain to partners, agents and students at all levels
- Work closely with Faculty student administration staff to manage activities which engage international students through the Student Lifecycle, including transition into and out of UQ
- Establish linkages with international alumni for mutual benefit
- Consult with government, scholarship and sponsorship agencies, and recruitment agents to identify opportunities and build the profile of the Faculty’s degree programs
- Identify and develop international scholarship schemes as relevant

**International Market Development**

- Contribute to development of the Faculty’s international strategy as part of the Faculty Engagement Plan including development of an annual international travel plan to meet the Faculty’s international priorities
- Undertake market research, monitor and report on market related activities and outcomes for: development of Faculty priorities and strategies for partnerships; international recruitment; and development of current and future academic programs and other products such as short courses
- Work with Faculty and University marketing experts to provide advice and implement relevant in-country advertising and online campaigns in key markets to support international development

**Staff Management**

- Manage the day-to-day operational activities of international engagement staff within the operational area
- Conduct annual recognition and development reviews and setting of annual goals and tasks
- As nominated from time to time, act as Manager, Engagement in the absence of the Manager.
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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
- Attend programs and/or functions outside normal business hours as required.
- Undertake travel as required to attend international recruitment activities, and to meet with partners.
- Serve as a member on selection committees for appointments up to the equivalent classification level.

Organisational Relationships

The position reports to the Manager, Engagement, and supervises a team of staff.
SELECTION CRITERIA

**Essential**

- Appropriate postgraduate qualifications or progress towards, in a relevant discipline; or an equivalent combination of relevant experience and education/training, underpinned by extensive experience in planning, implementing and evaluating international programs and events including strategic planning, market research, analysing reports and marketing plans.

- Demonstrated experience in establishing and managing partnerships with international institutions, including articulation and student exchange programs.

- Extensive experience in the China and South-East Asia student recruitment and education markets, with broad experience across other regions.

- Demonstrated expertise and experience in developing, implementing and evaluating international student recruitment programs and outreach campaigns to achieve measurable outcomes, including the ability to gather and analyse research data to inform campaigns.

- Extensive knowledge and demonstrated ability working in the international education environment and, in particular, developing activities and strategies to engage with international students at different stages of the tertiary student lifecycle.

- Demonstrated high level of interpersonal and communication skills with the ability to establish and maintain partnerships, negotiate, provide advice and liaise with a wide range of individuals including senior professional and academic staff of universities, industry and government agencies.

- Demonstrated ability and experience leading, supervising, managing, and providing professional guidance to a team of staff to establish co-operative working relations with staff across the University.

- Demonstrated high level of organisational skills, including the ability to independently prioritise competing work demands to effectively manage a large, diverse workload and meet deadlines.

- Extensive knowledge and experience of the Faculty and University structure, policies, procedures and programs, or the ability to rapidly gain this.

**Desirable**

- A proficiency in speaking and writing Chinese.

---

The University of Queensland is committed to equity, 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.