POSITION DESCRIPTION

Position Title: Manager, Teaching and Learning

Organisation Unit: Faculty of Engineering, Architecture and Information Technology

Position Number: 3029992

Type of Employment: Full Time, Fixed Term until 26 July 2018

Classification: HEW Level 9

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 (60). 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

Work closely with the Associate Dean (Academic) to develop and implement strategies to achieve the Faculty’s academic objectives as set out in the Operational and Teaching and Learning plans – within the context of the University’s Strategic Plans. The role will build, develop and support an academic culture that values innovative academic programs and teaching and learning practice that aim to enhance the student experience within the UQ policy framework. The Manager, Teaching and Learning will provide high-level strategic
advice and project management expertise to support initiatives that build on current capabilities that aim to enhance teaching and learning across the Faculty and its Schools.

Duties

Duties and responsibilities include, but are not limited to:

**Strategic support, policy advice, communication and liaison**

- Advise the Faculty’s Senior Executive on higher education policy developments that may affect the future direction of the Faculty’s academic programs.
- Represent the Faculty on senior Faculty and University level committees as appropriate.
- Undertake investigative research on key topics of interest to the Faculty to assist in future academic planning decisions.
- Collaborate with the Faculty Teaching and Learning Committee (TLC) to develop the Faculty Teaching and Learning Plan, assist the Associate Dean (Academic) to implement the identified actions and monitor progress on these actions and, in consultation with TLC determine future strategy.
- Prepare a range of documents to facilitate the teaching & learning and overall academic strategy (e.g. Expressions of Interest, Position Descriptions, Grant applications).
- Manage communication between Faculty and Schools on issues related to academic development to ensure staff are kept fully informed about new development opportunities.
- Build relationships with key internal and external stakeholders and facilitate change management processes as appropriate.
- Establish and maintain effective lines of communication with key stakeholders and relevant organisational units to ensure that the relevant stakeholders are well informed of developments, achievements, problems, risks and their management, pressures for change and areas that need to be addressed or improved.
- Manage the Faculty’s accreditation and program review processes including preparation of reports and collation of relevant data.
- Manage the Faculty’s T&L quality assurance processes including the provision of analysis reporting of outcomes, recommendations for improvements and overseeing subsequent implementation of improvements across the faculty or within schools.
- Advise Associate Dean (Academic) on strategic management issues relating to portfolio as required.

**Academic support and development**

- Lead strategic academic activities and projects that aim to enhance the teaching capabilities of staff and enhance the educational experience of EAIT students.
- Manage the Faculty of EAIT Teaching & Learning Grants and Teaching Excellence Award Schemes that aim to improve curriculum developments, teaching & learning practice and support academic staff.
• Coordinate the EAIT Teaching & Learning Development program and liaise with ITaLI and experienced teaching staff in the Faculty to organise and deliver staff development activities focused on teaching and learning strategies including an annual T&L Forum.
• Identify opportunities for funding and lead Faculty and School staff on the development of funding submissions that aim to enhance academic programs and/or teaching staff (i.e. UQ and National Grants and fellowship schemes).
• Manage the Tutor Recruitment process for the Faculty and relevant training of new tutors.
• Supervise the Senior Educational Designer and in conjunction with the Associate Dean (Academic), oversee the operations of the Educational Design team.

**Project Management**

• Formulate budgets for projects and grant submissions, and manage resources and budgets of those academic activities and projects under the auspices of the Associate Dean (Academic).
• Oversee the progress of Faculty T&L projects to ensure completion and provide relevant progress reports to the Associate Dean (Academic) and, where relevant, to the Faculty TLC.
• Embed a process of continuous evaluation in Faculty-lead teaching & learning projects to ensure the expected outcomes have been achieved. Taking into consideration new developments and changing needs provide advice on the future direction and funding of any activities that result from these projects.

**Travel and Out of Hours Work**

• Attend events, programs, functions outside normal business hours as required.
• The position is based at the St Lucia campus, however travel to other campuses and sites may be necessary from time to time.
• Undertake intrastate and interstate travel as required for meetings, events and activities.
• Perform a range of administrative functions relating to the responsibilities of the role.

**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
Organisational Relationships

The position reports to the Associate Dean (Academic).
SELECTION CRITERIA

**Essential**

- Postgraduate qualifications in a management, education, science, engineering or related area, with extensive relevant experience or an equivalent combination of relevant experience and/or education/training.
- Demonstrated expert knowledge in the area of academic policy and management and evidence of a contribution to policy and planning in higher education.
- Demonstrated expertise in educational theory and practice.
- Experience in the preparation of complex documentation such as grant applications, accreditation submissions or reports.
- Excellent organisational, problem-solving and time management skills, with a demonstrated ability to work independently, set goals, develop priorities, meet timelines, and to manage multiple and diverse tasks effectively.
- An ability to analyse and interpret detailed information so as to synthesise information into well-structured papers.
- Experience in the development and implementation of strategic plans.
- A demonstrated understanding of project management including budget management, with evidence of leadership in projects and the ability to manage relationships to ensure successful project outcomes.
- Ability to work collaboratively with colleagues, and build and lead teams to productive outcomes.
- Highly developed inter-personal and communication skills.

**Desirable**

- Ability to establish relationships and to represent and promote engineering, architecture and Information communication technology education at the University and wider community level.

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.