POSITION DESCRIPTION

Position Title: Senior Project Analyst (Student Strategy)

Organisation Unit: Institute for Teaching and Learning Innovation

Position Number: TBA

Type of Employment: Full-time, fixed term secondment of 6 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. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 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.

**Organisational Environment**

The Institute for Teaching and Learning Innovation (ITaLI) is taking a leading role in teaching and learning, professional education and innovation. ITaLI is an integrated teaching, research and service delivery centre for teaching and learning practices at UQ. ITaLI seeks to establish and maintain a flexible operating structure to drive and support innovation and excellence for these activities.

Directed by the Pro-Vice-Chancellor (Teaching and Learning) [PVC(T&L)], ITaLI provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics, and aims to transform teaching and learning across the University through the delivery of teaching and learning projects and services.

Additional information about ITaLI may be accessed on our web site at [http://itali.uq.edu.au](http://itali.uq.edu.au)
Additional information about Student Strategy may be accessed on our web site at [https://student-strategy.uq.edu.au/](https://student-strategy.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](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

The purpose of the Senior Project Analyst is to support the Program Manager in the development of a project focused on the transformation of UQ’s academic calendar.

In 2016, The University released the Student Strategy. Goal 2 of the Student Strategy is focused on creating student-centred flexibility, to provide students with flexible options that support and service their priorities, meet their expectations and personalise their learning experience. Initiative 2.3 of the Student Strategy commits UQ to 'move to a trimester system across selected undergraduate and postgraduate programs where a need for accelerated and decelerated study options is identified'. This statement demonstrates UQ’s commitment to make better use of the full calendar year.

The ‘Academic Calendar’ initiative seeks to develop a proposal to make better use of the year-round academic calendar.

Duties

Duties and responsibilities include, but are not limited to:

Project initiation

Support across the diagnostic and design stages for this project, including activities such as:

- Data gathering and analysis;
- Impact assessment;
- Conduct interviews;
- Produce clear and succinct reports and presentations;
- Work collaboratively with key stakeholders at all levels.

Program support

- Facilitate the UQ Student Strategy and support the Academic Calendar initiative by providing administrative support, data and material to inform the project;
- Monitor, assess, give guidance, propose and implement solutions for matters relating to the student experience, student and academic administration, change management and business risk/opportunity;
- Support the governance functions of the project by contributing to the preparation of program reports, submissions, minutes and actions.

Change management

- Consult, engage and build collaborative business relationships and networks with key stakeholders;
- Ensures that organisation/business needs and requirements are understood;
- Actively participate as a change agent within the organisation by promoting a collaborative approach and culture to positively support the change endeavor; and
- Support business readiness and transition activities.
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 Program Manager.

SELECTION CRITERIA

Essential

- Postgraduate qualifications or progress towards postgraduate qualifications in business, IT or another relevant discipline and extensive relevant experience, or extensive experience and management expertise, or an equivalent combination of relevant experience and/or education/training;
- Experience in using and understanding complex structures (systems, processes and organisational structures), preferably in a large complex environment;
- Demonstrated ability to develop effective written proposals and reports at a level appropriate for the intended audience;
- Having an understanding of delivering and implementing change in a large diverse and devolved organisation;
- Experience in managing client expectations and change impacts.
- Proven analytical, problem solving and data interrogation skills;
- Strong interpersonal skills, with the ability to communicate, collaborate, consult, influence and negotiate with stakeholders and staff at all levels;
- Ability to deliver at both strategic and operational levels;
- Results driven with a high degree of initiative and willingness to accept responsibility;
- High level of organisational skills with the ability to deliver high quality outcomes within agreed timelines;
- Ability to proactively identify and resolve issues, set realistic goals and establish or adapt work priorities for time management in a fast paced work environment.
Desirable

- Experience working in higher education organisations, or environments with similar cultures such as not-for-project, government or social sector organisations, would be an advantage;
- Demonstrated capability in the management of large change projects with multiple stakeholders within complex work environments;
- Ability to use the advanced features of Microsoft Office applications.

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.
This role is a full-time position; however flexible working arrangements may be negotiated.