POSITION DESCRIPTION

Position Title: Manager, International Development
Organisation Unit: ICTE-UQ
Position Number: 3027113
Type of Employment: Full-Time, Fixed Term for 3 years
Classification: HEW 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 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 of Continuing & TESOL Education (ICTE-UQ) is a highly recognised and acknowledged provider of TESOL, Continuing Education and International Development projects and programs both in international and national contexts. ICTE-UQ activity includes the delivery of a wide range of English pathway programs, teacher training and international continuing education programs to more than 6500 international students, teachers, professionals, business personnel and visitors from over 105 countries annually. The Institute’s international development activity is extensive with delivery of more than 500 projects and programs in 80 developing countries throughout the Pacific, South-East Asia, the Indian sub-continent, and Africa. The Institute is involved in online training delivery and offshore training provision across the Institute’s extensive network of government, institutional and corporate partners. Project, course and program delivery is also supported by the provision of test administration, including the IELTS test, and extensive client and student support services.

The Institute is one of three divisions reporting directly to the UQ Deputy Vice-Chancellor (External Engagement) and works in close collaboration with the UQ International Marketing, Recruitment & Admissions and UQ Global Engagement divisions in contributing to the fulfilment of the University's globalization, internationalisation and continuing education objectives in learning, discovery and engagement.

Information about the Institute may be accessed on the Institute’s website at www.icte.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 Development is a key leadership position in the management team of the International Development (ID) unit. As a member of the leadership team of ID, the Manager ID contributes to strategy development and implementation and the operational planning and management for the unit. As a member of the management team, the Manager – International Development will successfully manage and grow UQ International Development’s business in targeted sectors and nominated markets to contribute to the University of Queensland’s position as a globally engaged university.

The position has key responsibility for identifying and securing tender and project opportunities in targeted sectors and markets to contribute to the University of Queensland’s position as a globally engaged university and to achieve revenue and engagement strategies for the unit. The role is also responsible for delivery of successfully secured business by leading teams of contracted suppliers and academic/technical consultants in this process. The Manager ID also leads, supervises and mentors a team of Development Coordinators in the sourcing of opportunities, the preparation of tender bids, budgeting and pricing; and project implementation/program delivery. The role is responsible for contract negotiations
with managing contractors, donors, government agencies, service providers, consultants and technical experts on projects and programs and liaises with high level personnel in Faculties and Schools across UQ.

The Manager ID is responsible for all project and program reporting, monitoring and evaluation and financial reconciliations with the head contractors and funding organisations on all projects and programs in their sector/market of responsibility.

In addition the role works with high level government agencies and key managing contractors in business development for future tenders and project opportunities. At times the Manager ID will input directly into the delivery of aid and development projects and programs through the provision of technical expertise and senior facilitation services.

**Duties**

Duties and responsibilities include, but are not limited to:

**Business Growth**

- Manage the expansion and development of ID’s business by identifying and tracking business opportunities, forging partnerships and leading the ID team to develop successful tenders.
- Establish and manage relationships with the full range of clients including donors, multilateral agencies, University of Queensland (UQ) staff, government agencies, associates and individual consultants.
- Develop, maintain and manage a network of UQ and external consultants with the ability to successfully compete for and deliver international development projects/programs in target sectors.
- Actively promote UQ in the international arena.

**Project Management**

For activities under your management:

- Manage contractual arrangements with clients, associate firms, individual consultants and UQ for projects/programs.
- Manage and closely monitor activity budgets and expenditure.
- Manage inputs and quality checks to a range of activity-related documentation.
- Lead multi-faceted teams in program/project design, delivery and reporting.
- Manage monitoring and evaluation processes.
- Lead and oversight input into project-related promotional and marketing materials.

**Management and Leadership**

- Lead program/project teams to achieve performance targets and develop the business.
- Provide management input into the development of policies and business strategies to meet business objectives and address operational issues.
- Manage and lead a team of development professionals, expert and technical experts and service providers for program/project delivery.
- Provide management input to reporting and forecasting as required.
- Lead professional development oversight and mentoring of ID team members.

**Consulting (desirable)**
• Undertake short-term technical advisory consultancy work and facilitation services as required in Australia or overseas.

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
Reports to Deputy Director (International Development) and manages a team of Development Coordinators and program and project consultants and experts.

SELECTION CRITERIA

Essential
• Degree and post graduate qualifications in Development Practice; Public Policy, International Relations, Government or other relevant Development related field or equivalent combination of relevant education and training with at least 5 years management experience in a relevant field
• Significant knowledge and experience in the field of international development and/or international capacity building including tendering
  Knowledge of donor funding and government aid funding arena and experience working with Australian Government clients such as DFAT, other donor entities and Government agencies or corporate entities.
• Established network of contacts in the international development sector.
• High level project management and leadership skills for leading diverse project teams
• Proven record of strong negotiation and problem solving skills
• The ability to build and maintain strong business relationships
• High level written and oral communication and presentation skills

Desirable
• Experience undertaking development work in international locations
• Foreign language skills

The University of Queensland values 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.