POSITION DESCRIPTION

Position Title: Strategic Partnerships Officer
Organisation Unit: Global Engagement & Enterprise
Position Number: NEW
Type of Employment: Full time, Fixed-term
Classification: Hew Level 7

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://uniqquest.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 UQ Global Engagement & Enterprise Division reports directly to the Deputy Vice-Chancellor (External Engagement). The Division is responsible for leading UQ’s business development activities with UQ’s potential partners. In particular, the division is responsible for the development and implementation of the University’s Global Strategy and enhances the reputation of UQ as a leading global university through the management of international partnerships, programs and projects. It leads and oversees the implementation of the University’s strategy to develop specific partnerships with universities, government, research and industry bodies, both in Australia and around the world. The office provides expert support and advice to stakeholders, with the aim of identifying and prioritizing opportunities that will showcase and extend UQ’s research, teaching and learning, and engagement activities. This office will also be responsible for developing and delivering an Entrepreneurship and Innovation (E&I) Strategy for the University, consistent with the UQ Student Strategy. Identifying work integrated learning projects, internships and other possible student engagement opportunities will also be an important part of this office.

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 Strategic Partnerships Officer will support the functions of the Global Strategy and Partnerships and E&I teams.

This will include providing project support for the implementation of priority country and partner strategies, as well as providing coordination and input into the development of UQ’s approach to government and industry partners, and UQ’s Entrepreneurship and Innovation Strategy, consistent with the UQ Student Strategy.

Duties

Duties and responsibilities include, but are not limited to:

Strategy and Partnerships

- Provision of project support for the implementation of the 2018-2021 priority country strategies, including review and operationalisation of current partnership plans developed by the Global Strategy and Partnerships team.

- Supporting the development of a strategy outlining UQ’s approach to global government and industry partners under the Partner Engagement Strategy 2018 – 2021, in consultation with relevant units across the External Engagement and Research portfolios. This includes mapping of current and potential partner networks.
across priority countries to deliver against strategic objectives and ensure high level returns on investment.

- Coordination of a project on expanding UQ's international articulation network to support marketing and recruitment activities, including review of current partners, consultation with UQ International Marketing & Recruitment, faculties and institutes on identification of new partners, development of a strategy and framework to engage existing and attract new partners.

- Provision of project support with the development of the Entrepreneurship & Innovation strategy, including assisting with gathering data, contributing to consultation sessions, and preparation of relevant documentation, in consultation with relevant units across the External Engagement, Research and Academic portfolios.

- Supporting the E&I Division’s efforts to design and operationalise a connected UQ E&I ecosystem across the university.

- Building strong external and internal partnerships to support UQ’s Enterprise and Global Engagement activities

**Administration**

- Provision of administrative assistance to the Global Strategy and Partnerships and E&I teams to support project development, implementation and reporting, including coordinating administrative and financial processes for a range of internal funding schemes.

- Development and coordination of communications to support institutional engagement and entrepreneurship initiatives, including internal memorandums, partner communication templates, reports, presentations, and websites.

- Any other duties as reasonably 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 Senior Manager, Global Strategy and Partnerships.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree in international relations, business or related field; or an equivalent combination of relevant experience and/or education/training.

- Experience in the administration and coordination of projects involving multiple stakeholders, preferably across different countries and sectors.

- Highly developed research and analytical skills, including demonstrated ability in the use of data to formulate a strategy or project and propose innovative solutions to complex and diverse business challenges.

- Excellent oral and written communication including presentation and business writing skills, and the ability to communicate effectively with a wide range of stakeholders within and external to the University.

- Demonstrated strong interpersonal skills and the ability to work collaboratively with colleagues from a diverse range of backgrounds.

- Excellent organisational skills with the ability to work independently and manage own workload, prioritise competing tasks and meet deadlines.

- Experience in the use of a wide range of computer applications in a network environment (particularly the Microsoft Office suite).

Desirable

- Experience in building highly effective professional relationships and working with diverse stakeholders across multiple countries and regions.

- Working knowledge of UQ reporting systems and software applications such as Business Objects.

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.