POSITION DESCRIPTION

Position Title: HYPE SPIN Lab Program Coordinator
Organisation Unit: DVC External Engagement, Enterprise Division
Position Number: NEW
Type of Employment: Fixed term, full time for a period of 9 months
Classification: Hw Level 6

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 Enterprise Division, led by the Executive Director (Enterprise), is responsible for leading UQ’s business development activities with UQ’s potential partnerships. In particular, the division 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. Stewardship of the University’s stakeholders is a key enabler for the University’s future success, and this area will be pivotal in ensuring that early stage partnerships are developed to a level of maturity and quality required to then be handed over to other parts of the University for continuity and implementation. The division will work very closely with the Research Portfolio to ensure partnerships are nurtured and expectations managed. This office will also be responsible for developing and delivering an Entrepreneurship and Innovation 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. The division includes Global Engagement and Entrepreneurship & Innovation.

The Enterprise Division is part of the External Engagement portfolio, which includes the UQ Art Museum, UQ Press, Indigenous Engagement, Future Students, Marketing & Communications and Advancement. The organisational units of the International Portfolio have recently been integrated into the External Engagement portfolio. International Student Recruitment, Marketing and Admissions, the Institute of Continuing & TESOL Education now reside within the Future Students unit while Global Engagement sits within the Enterprise area.

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 University of Queensland is partnering with the global Hype Foundation to create Australia’s premier sports technology startup accelerator program. This role is the pivotal engagement point that coordinates the key program participants including faculties / research within The University of Queensland, national sports startups, the Hype foundation, the start-up ecosystem and expert mentors.

Duties
Duties and responsibilities include, but are not limited to:

- Coordinate the full accelerator program including activities required to support startups and mentors during execution of the program, and day to day engagement with startup founders, mentors and partners.

- Be the main point of contact to the Hype’s SPIN-Lab Global Director.
• Undertake community building and business development activities to form partnerships with the local and national startup community, and major sponsors and stakeholders in the startup ecosystem.

• Recruiting the host's mentor team with the assistance of HYPE and UQ

• Supporting the marketing activities of the SPIN-Lab Program, creating awareness and establishing its national brand.

• Providing ongoing value and assistance to the participating start-ups.

• Developing procedures to ensure subsequent SPIN lab programs are well informed by the first year.

**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**

This position reports to the iLab Director.
SELECTION CRITERIA

Essential

- Degree level qualifications with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
- Strong knowledge and interest in sport, startups and entrepreneurship (and preferably the ability to network with connections in the local startup community).
- Excellent interpersonal skills including the ability to communicate effectively with a range of stakeholders and through social media.
- Ability to prioritise own workload, work independently and meet deadlines.
- Demonstrated experience in running incubator / acceleration programs and event management.
- Proven experience in financial planning including budget management.
- Experience in the use of a wide range of computer applications in a network environment (particularly Microsoft Excel).

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.