POSITION DESCRIPTION

Position Title: Teaching and Learning Administration Officer
Organisation Unit: Institute for Teaching and Learning Innovation
Position Number: 1278674
Type of Employment: Full Time Continuing
Classification: HEW 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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Deputy Vice-Chancellor (Academic) is a member of The University of Queensland’s senior executive and is responsible to the Vice-Chancellor for the University’s commitment to providing high-quality teaching and learning, and enhancing the quality of the UQ student experience. The DVCA portfolio comprises academic support units, student-facing central organisational units and University-wide support units, including the Institute for Teaching and Learning Innovation (ITaLI).

ITaLI is a service focused unit, directed by a Pro-Vice-Chancellor (Teaching and Learning) [PVC(T&L)], dedicated to supporting the strategic objectives of the University and working closely with the Faculties and Schools.

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.

Information about ITaLI may be accessed on our web site at http://itali.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

This is an administrative position that will support a number teaching and learning programs within ITaLI. This position will support, co-ordinate and administer activities, meetings and communication related to internal and external teaching awards and grants, Higher Education Academy fellowships, Teaching Fellow schemes (UQ and ITaLI Visiting) and the unit’s involvement in the UQ Summer and Winter Scholarship scheme. Examples of duties are co-ordination of committees, report writing, assisting in preparation of nominations for teaching awards and general administrative duties as directed.

Duties

Duties and responsibilities include, but are not limited to:

Teaching and Learning Program Support

- Coordinating teaching and learning grants, awards and fellowship processes and procedures by:
  - Disseminating information about all relevant teaching and learning grants, awards and fellowships;
  - Coordinating submission preparation and writing workshops;
  - Reviewing applications against scheme guidelines to ensure compliance;
- Coordinating application review processes;
- Coordinating internal approval processes;
- Provide secretarial support to shortlisting and selection committees;
- Prepare reports as required for teaching and learning grants and awards and fellowship schemes; and
- Liaise with internal and external organisations as required maintain an up-to-date working knowledge of key legislation, policies and procedures relevant to the programs, and ensure that all advice and information given is compliant with these.

- Support and administer the UQ Teaching Fellows program.
- Support and administer the ITaLI Visiting Fellows program.
- Coordinate the unit’s involvement in the UQ Summer and Winter Research Scholarship Programs.

**Administration**
- Provide administrative support for the successful day-to-day operations of the Institute.
- Contribute to the unit’s operational planning and reporting processes as required.
- Undertake any other duties relevant and appropriate to this level.

**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 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 ITaLI Business Manager.
SELECTION CRITERIA

**Essential**

- Degree with subsequent relevant experience or extensive administrative experience; or an equivalent combination of relevant experience or education/training and experience.
- Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines, including an ability to support other members of a team to meet objectives.
- Highly developed written and verbal communication skills, including report writing, with excellent attention to detail and the ability to synthesise complex information in the production of documents.
- High level of computer competency, including the ability to use databases, Microsoft Office suite of programs, email, and the Internet.
- Strong client service focus.
- Excellent interpersonal skills including the ability to communicate effectively with colleagues by telephone, email and in person.

**Desirable**

- Knowledge of higher education Teaching Awards and Grants.

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.