POSITION DESCRIPTION

**Position Title:** Coordinator, Enterprise & Innovation Education  
**Organisation Unit:** Institute for Teaching and Learning Innovation  
**Position Number:** 3038815  
**Type of Employment:** Fixed Term, Full Time until 31 December 2019  
**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

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 purpose of the Coordinator, Enterprise & Innovation (E&I) Education is to develop and implement E&I strategy, particularly pertaining to the objective of embedding E&I within curriculum. The role will coordinate the longer term initiatives required for a comprehensive offering and improved impact aligned with UQ’s broader strategy. Identified Enterprise & Innovation initiatives to which the position will contribute include:

- curriculum development that fosters entrepreneurial skills and mindset
- metric development and benchmarking
- alumni and industry engagement
- cohesive branding, and
- differentiation of the UQ E&I experience.

Duties

Duties and responsibilities include, but are not limited to:

- Contribute to the development of UQ’s E&I strategy:
In collaboration with key E&I stakeholders across UQ (including the Senior Manager, E&I; Community Director – IdeaHub; and iLab Director), engage in the development of a UQ E&I education strategy, aligned with the UQ Strategic Plan, UQ Student Strategy and UQ industry engagement.

- Design of the UQ E&I ecosystem, focussing on the curricular space.
- Input into the development of a UQ E&I brand, promotion, communications and engagement strategy, with particular focus on building student and academic engagement.
- Development and measurement of KPIs for overall E&I and education-specific outcomes.
- Development of the E&I budget and funding strategy.

- Implement E&I strategy, particularly pertaining to E&I curriculum:
  - Detailed mapping and creation of E&I curriculum initiatives.
  - Work with colleagues in ITaLI to ensure E&I curriculum development reflects contemporary best practice in teaching and learning.
  - Review and develop E&I engagement opportunities and experiences for students including work integrated learning and internships.
  - Engage with the UQ teaching and learning community to promote, educate, enable and support further embedding of E&I education within UQ curriculum.
  - Ongoing development and promotion internally and externally of a connected UQ E&I pathway across the university.
  - Implementation of the brand, promotion, communications and engagement strategy for UQ E&I, including online and social media channels, and maintenance of the E&I website.
  - Engagement with Queensland and Federal government personnel and programs, particularly in relation to opportunities arising from NISA and Advance Queensland and related grants.

- Manage and administer E&I curriculum initiatives and programs:
  - Support of E&I curriculum initiatives.
  - Support the promotion of extracurricular E&I opportunities (e.g. Idea Hub, iLab) and ensure alignment with curriculum initiatives.
  - Community engagement and development to improve student access to mentor entrepreneurs and speakers.
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 has a reporting line to the Pro-Vice-Chancellor (Teaching and Learning).

**SELECTION CRITERIA**

**Essential**

- Postgraduate qualifications in a relevant area or progress towards postgraduate qualifications and extensive relevant experience; or extensive relevant experience and management expertise; or an equivalent combination of relevant experience and education/training.
- Demonstrated experience in curriculum development.
- Skills and experience in enterprise and innovation projects, with an ability to navigate the state and national entrepreneurship and innovation ecosystems.
- Very strong communication (written, graphical, web/digital/social media platforms) and stakeholder engagement skills.
- Excellent skills running and facilitating meetings and workshops.

**Desirable**

- Experience working in higher education organisations.
- Website maintenance skills.

The University of Queensland is committed to equity, diversity and inclusion.