POSITION DESCRIPTION

Position Title: Project Officer (Student and Academic Administration)
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3038794
Type of Employment: Full-Time, Fixed Term until 22 December 2017
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.

V5. October 2016
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.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes six schools and three research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)

Information about the Faculty may be accessed on the Faculty’s web site at http://www.habs.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 Project Officer will support the Faculty’s Academic and Student Administration projects and undertake a range of tasks as directed by the Senior Manager, Academic and Student Administration. The project officer will assist with the development of solutions for improved efficiency of service delivery across the Faculty.

The Project Officer will undertake a process review and analysis, liaise with professional and academic staff and identify options in the first instance for the consolidation of timetabling and postgraduate course work admissions in consultation with the Senior Manager.

**Duties**

Duties and responsibilities include, but are not limited to:
Conduct an audit of timetabling and postgraduate coursework processes undertaken in the Schools of the Faculty and document all aspects of the processes.

Utilise university data sets to undertake data gathering and analysis relevant to the processes.

Develop process flow diagrams of procedures and construct timelines to determine peaks of activity.

Identify areas for service improvement/consolidation of processes and document a future state process.

Contribute to the development of interim and/or final reports.

Other duties reasonably directed by the Senior Manager.

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 the Senior Manager, Academic and Student Administration, Faculty of Health and Behavioural Sciences.
SELECTION CRITERIA

**Essential**

- Completion of a relevant undergraduate degree or an equivalent combination of relevant experience and/or education/training.
- Experience in undertaking and implementing process reviews and demonstrated analytical and interpretative skills.
- High level oral and written communication skills, including demonstrated ability to compile information and write reports for a variety of audiences.
- High level of computer literacy, including ability to extract and manipulate data using databases and develop complex business process maps.
- Ability to set own priorities, monitor work processes, meet regular deadlines, work under pressure and initiate and take follow up action.
- Ability to exercise initiative and judgement, to work independently and to adopt a flexible work approach.
- Ability to work effectively with a diverse range of project stakeholders.

**Desirable**

- Demonstrated knowledge of student and academic administration in a tertiary setting.
- Experience in process redesign.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.