POSITION DESCRIPTION

Position Title: Projects Officer
Organisation Unit: School of Nursing, Midwifery and Social Work
Position Number: 3037842
Type of Employment: 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 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. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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 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 new Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the University.

- 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
- Queensland Alliance for Environmental Health Science

More information about the Faculty is available at: http://habs.uq.edu.au/

School of Nursing, Midwifery and Social Work

The School of Nursing, Midwifery and Social Work established in 2015, is a new School that has been created as a result of the merging of the School of Nursing and Midwifery and the School of Social Work and Human Services. The School will be a leader in the study of nursing, midwifery, social work and human services, demonstrating excellence through innovative, creative, and dynamic teaching and research, in a vibrant, interdisciplinary, and engaging environment. The School is committed to conducting academic, research and community partnership programs that are recognised for their excellence in contributing to health and well-being in the community. The School is responsible for the Bachelor of Social Work, Bachelor of Human Services, Bachelor of Nursing, Bachelor of Midwifery, Bachelor of Nursing/Bachelor of Midwifery dual degree, Master of Nursing Studies, Master of Social Work Studies and the Master of Counselling.


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 position will support a number of significant projects in the school including the preparation for the school review in 2018 and the operationalisation of new undergraduate curricula in nursing, midwifery and social work programs.
Duties

Duties and responsibilities include, but are not limited to:

Research

- Utilise university datasets, for example UQ Reportal, CTQA dashboard to extract required data.
- Facilitate collection of qualitative data, for example via focus groups or interviews.
- Identify gaps in datasets and utilise standard online tools (eg Survey Monkey) to design and disseminate questionnaires.
- Undertake benchmarking activities with other universities.

Dissemination

- Draft correspondence and information for students and other stakeholders to inform them of program changes and answer queries resulting from such correspondence.
- Under direction from a Steering Committee, collate the School Review submission document. Coordinate submissions from a variety of staff, provide data and ensure that the document reads as a complete and cohesive submission.
- Analyse and prepare data for presentation via appropriately formatted tables, graphs and other visual tools.

Project Administration

- Organise regular school review steering committee progress meetings with staff.
- Work with accreditation and curricula redesign committees to identify and resolve day-to-day challenges.
- Coordinate site visits for representatives for panels representing the professional accreditation body.
- Other duties as reasonably directed by your supervisor.

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 reports to the Student and Academic Administration Manager, School of Nursing, Midwifery and Social Work.
SELECTION CRITERIA

**Essential**

- Completion of a degree in a relevant academic discipline with at least two years subsequent relevant experience in project management; or an equivalent combination of relevant experience and/or education and training.

- Demonstrated ability to manage projects.

- Knowledge of tertiary program structures and UQ’s academic program policies, or ability to rapidly acquire such knowledge.

- Strong writing skills with the ability to clearly and succinctly communicate curriculum changes, policy and project recommendations.

- A proven ability and experience in liaising with internal and external stakeholders at all levels.

- Demonstrated ability to work independently and adaptively to meet changing needs.

- Excellent interpersonal and collaboration skills including the ability to communicate effectively with stakeholders.

- High level organisational skills and the ability to prioritise and meet deadlines.

**Desirable**

- Experience in external accreditation processed and curricula redesign projects.

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The University of Queensland is committed to equity, 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