

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Policy Officer
<b>Organisation Unit:</b>	Office of the Deputy Vice-Chancellor (Academic)
<b>Position Number:</b>	3047974
<b>Type of Employment:</b>	Full-time, Fixed term – 2 years
<b>Classification:</b>	HEW 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 in the world's top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45<sup>th</sup> in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$1.75 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 Deputy Vice-Chancellor (Academic) (DVCA) portfolio reports directly to the Vice-Chancellor and President, and is responsible for key areas of the University. The University of Queensland exists in a world of rapid change and considerable opportunity. A foundational mission, however, remains to graduate students with the knowledge, skills and attributes that allow them to determine and flourish in their futures. The DVC(A) portfolio is responsible for upholding the University's commitment to high quality learning and teaching; promoting a culture of excellence across the student experience; leading initiatives aimed at student success and retention, and integration of services for students; and quality standards.

UQ has set critical and ambitious targets around teaching and learning, and student success that build on its well-deserved national and global reputation. The DVC(A) portfolio is committed delivering a globally recognised student experience through the continuous improvement of our teaching and learning.

In addition to overseeing the four key operational units charged with delivery — Academic Services Division (ASD), Student Affairs Division (SAD), the UQ Library (Library) and the Institute for Teaching and Learning Innovation (ITaLI)—the portfolio is supported and enabled by the Office of the DVCA (ODVCA).

### Office of the DVCA

The Office of the DVCA (ODVCA) is responsible for the successful delivery of a broad range of strategic initiatives that are essential to the aims of the DVC(A) portfolio and its remit. The office is led by the Director - Planning and Operations, and ensures the efficient day-to-day functioning of the portfolio, including compliance with all regulatory and reporting requirements.

The functions of the ODVCA are: Portfolio Operations, Policy and Compliance, Strategic Change Management, Program and Project Management and Portfolio Reporting.

### Academic Services Division

The Academic Services Division (ASD) has primary responsibility for the delivery of student focused administrative functions and contributes to student-related policy development. The division is led by the Academic Registrar and provides high quality administrative and professional services in support of the University's academic activities.

The functions of the ASD are: Academic Policy and Programs; Admissions; Examinations; Student Centres; Student Complaints and Grievance Resolution; Student Fees and Scholarships; Student Progression and Teaching Space Management.

### Student Affairs Division

The Student Affairs Division (SAD) is comprised of Student Services, Student Employability Centre, and the UQ Health Service. The Division focusses on helping UQ students at St Lucia, Gatton, and Herston campuses succeed in their studies and make the most of their UQ student experience by:

- Providing a range of support services that effectively meets the needs of the UQ student population;
- Working across the UQ Community to drive strategies to strengthen the quality of the overall student experience;
- Facilitating access to learning experiences that assist students to reflect UQ graduate attributes and enhance their employability.

### Library

The Library is integral to learning, discovery and engagement at UQ. The Library provide access to high quality scholarly information resources, client focused services, and physical and online spaces that support teaching and research at the University.

The Library fulfils the traditional role of collections and content, however, there is an increased focus on the student experience in the library spaces including how students use the space and services both individually and in groups.

### Institute for Teaching and Learning Innovation (ITaLI)

The Institute for Teaching and Learning Innovation (ITaLI) enables and promotes higher education excellence and innovation. The Institute's main focus is to continually improve teaching and learning through initiatives that lead to positive, effective change across UQ. As a central UQ institute, ITaLI partners with multiple stakeholders including all faculties and schools.

ITaLI is led by the Pro-Vice-Chancellor (Teaching & Learning), who is responsible for achieving the University's teaching and learning objectives, including innovation in teaching and learning, digital learning, development and recognition of excellent teaching, quality assurance and enhancement, curriculum reform and renewal, and research in teaching and learning that centres on improving student learning outcomes.

### **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 primary purpose of this role is to provide high level advice and support, including the provision of higher education policy research, analysis and content development, to the

Office of the Deputy Vice-Chancellor (Academic). The position will support the Deputy Vice-Chancellor (Academic) and the Pro-Vice-Chancellor (Teaching and Learning) through the preparation of background information for and assistance with policy matters, teaching and learning governance committees, and strategic plans and policies. The position works cooperatively to assist staff across the University with matters of teaching and learning policy and governance, in order to support the objectives of the Deputy Vice-Chancellor (Academic) portfolio.

## Duties

Duties and responsibilities include, but are not limited to:

- Undertake research on matters of higher education policy and governance, and prepare recommendations, reports, briefings, discussion and position papers.
- Communicate effectively and foster working relationships with relevant staff at all levels of the University.
- Contribute to the development and implementation of strategic plans and policies for the University.
- Research, compile and format information for presentation to a broad range of stakeholders on higher education and teaching and learning policy issues.
- Provide subject matter expertise and policy advice across a range of programs and activities.
- Work collaboratively across the Deputy Vice-Chancellor (Academic) portfolio alongside key stakeholders to support the identification of risks, issues and opportunities in higher education policy.
- Support projects within the portfolio by undertaking research, preparing reports and ensuring timely completion within prescribed deadlines.
- Provide high-level support for working parties and committees.
- Any 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 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

The position reports to the Director – Planning and Operations.

## SELECTION CRITERIA

### Essential

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- Proven experience in the research and preparation of complex documentation, such as higher education policy submissions, discussion papers and executive reports.
- Ability to interpret higher education and teaching and learning policy, and relevant regulatory requirements and legislation; and advise on their application in relation to the activities of the Office of the Deputy Vice-Chancellor (Academic).
- Highly-developed skills in the compilation, analysis and synthesis of detailed policy information, and the ability to communicate it effectively to relevant stakeholders.
- High-level organisational skills, with a demonstrated ability to work independently, set goals, develop priorities, meet deadlines, and effectively manage multiple and diverse tasks.
- Excellent written, verbal and interpersonal skills, and the ability to communicate with diverse groups both within and external to the University.
- Knowledge of the strategic and operational environment of the University, and current issues in Australian higher education.

**The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (<http://www.uq.edu.au/equity>) for further information and points of contact if you require additional support.**

**Accessibility requirements and/or adjustments can be directed to (Recruitment Advisor at [recruitment@uq.edu.au](mailto:recruitment@uq.edu.au)).**