POSITION DESCRIPTION

Position Title: Learning and Development Project Manager
Organisation Unit: Human Resources Division
Position Number: TBA
Type of Employment: Full-Time, Fixed-term for 12 months
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 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 45th 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.

**Human Resources**

UQ Human Resources is responsible for enabling achievement of the University’s strategic ambitions through attracting, developing and retaining talented, engaged and high performing staff. This in turn enables University staff to better support our current and future students. UQ Human Resources provides high quality human resource management guidance and expertise, through effective policy development, constructive advice and efficient administrative services. We are building a team of strategic HR professionals to provide outstanding, client focused, proactive, and cost effective solutions and services for all UQ staff.

The key specialist service areas of Human Resources are:

- HR Client Services (incorporating client relationship management, business partnering and advisory)
- People Services (incorporating employee and recruitment services)
- Workplace Relations
- Workplace Diversity and Inclusion
- Organisational and Leadership Development
- Workforce Analytics
- HR Policy and Governance

**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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The Learning & Development Project Manager will primarily be responsible for undertaking a detailed review of the University’s existing approach to staff learning and development. This role will also be responsible for making recommendations regarding the design and implementation of the future state, both from a strategic and operational perspective.

Based in the HR Division’s Organisational and Leadership Development team, the Learning & Development Project Manager will be required to engage influentially with a range of senior stakeholders across the University.

**Duties**

Duties and responsibilities include, but are not limited to:

- Evaluation of the existing development offering and a detailed analysis of organisational needs.
- Development and implementation of a UQ-wide staff Learning & Development strategy.
- Make recommendations regarding the design of L&D frameworks, governance structures and operational processes.
- Design and implement learning programs, courses, career pathways/plans and workshops.
- Build relationships with internal stakeholders (such as HR Leadership and Senior Management), vendors and consultants.
- Budgeting, procurement and financial management.
- Support Learning Instructors to optimise existing training offerings as required.
- Assistance with the establishment and/or configuration of LMS system as required.

**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 Associate Director, Organisational Development and Leadership Development.

**SELECTION CRITERIA**

- Postgraduate qualifications in a relevant field or progress towards postgraduate qualifications and relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in successfully designing, delivering and leading organisational development strategies and initiatives, from conception through to implementation and evaluation in a large diverse organisation.
- Proven ability to design and deliver high quality staff development training, workshops and organisational development initiatives.
- Ability to establish and maintain productive and influential working relationships with clients and key stakeholders.
- Experience in managing budgets, procurement and general financial management.
• Commitment to upholding the University’s values, and with the outstanding personal qualities of openness, respectfulness and integrity.

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.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.