

POSITION DESCRIPTION

Position Title:	Project Manager (Learning Environments)
Organisation Unit:	Institute for Teaching and Learning Innovation (ITaLI)
Position Number:	3046195
Type of Employment:	Full-time, continuing
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 \$11 billion+ (see <http://uniquet.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 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.

Under the Leadership of the Director, ITaLI, the Institute 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 faculty and executive prioritised, teaching and learning projects and services. ITaLI addresses critical areas of unmet need in teaching and learning by bridging the gap between the exponentially-expanding discipline of higher education teaching and the increasing complexity of teaching to assist University teaching staff and improve the learning experience of students.

Information about ITaLI may be accessed on the Institute's web site at www.itali.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

To manage the development of the University's formal and informal teaching and learning spaces and facilities, and to establish and maintain a framework for the effective design, evaluation and implementation of learning space infrastructure projects.

The position holder will liaise with key stakeholders, prepare strategic and policy advice for the Deputy Vice-Chancellor (Academic) and Pro-Vice-Chancellor (Teaching and Learning) and provide secretariat support to the Learning Space Sub-Committee and other high-level committees and working groups.

Duties

Duties and responsibilities include, but are not limited to:

- Establish and maintain productive collaborative partnerships across ITaLI, the DVCA Portfolio, Schools and Faculties to agree solutions for learning and teaching spaces.
- Provide leadership expertise and undertake the planning required to manage and deliver teaching and learning space development initiatives that meet the changing demands and learning requirements of students and staff.
- Plan and implement evaluations of teaching spaces and disseminate findings to support senior decision making for well-informed teaching and learning space management, strategy and policy in line with the University's strategic objectives.
- Undertake independent research and analysis to produce proposals, reports and communications on project activities for the ITaLI Executive, Senior University committees and other stakeholders, and represent ITaLI on committees as required.
- Act as executive secretary to the Learning Space sub-committee and ensure timely completion of action items.
- Develop and manage detailed targets and timeframes for activities underpinning strategic initiatives related to teaching and learning space, and ensure milestones and key deliverables are met, including the identification and procurement of any additional skills and capabilities required.
- Act as the lead client in relation to teaching and learning space projects as approved by Capital Management Group, ensure developments are fit for purpose, meet operational and strategic requirements and are well received by stakeholders.
- Work in partnership with P&F project and space management teams, architects, builders,

designers and suppliers to reach common goals.

- Develop and implement a formal communication plan and stakeholder engagement strategy for the dissemination of policy changes and teaching and learning space developments.

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 Deputy Director, Strategy and Operations, Institute for Teaching and Learning Innovation.

SELECTION CRITERIA

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience (in higher education project management or similar); or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to understand learning and teaching space management issues in a higher education setting, from a pedagogical, technical and space utilisation perspective.
- Excellent organisational skills and demonstrated experience in applying project planning, management and implementation tools, techniques and methodologies to establish, monitor, evaluate and report on multiple and diverse projects and meet deadlines.
- Proven experience in advising senior decision makers in relation to projects of significant organisational change, including the research and preparation of complex documentation on matters of policy, strategy and operational impact.
- Highly-developed interpersonal and communication skills, including stakeholder engagement, negotiation and conflict resolution skills with a demonstrated ability to build positive, lasting client relationships and to influence others without the need for organisational authority.
- Excellent analytical and problem-solving skills with a proven ability to operate and be innovative in a rapidly changing environment. A self-motivated and flexible approach to problem-solving with excellent analytical skills to assess problems and propose and implement appropriate solutions.

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](#) for further information and points of contact if you require additional support.

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