

POSITION DESCRIPTION

Position Title:	Ventures Program Officer
Organisation Unit:	Global Engagement & Entrepreneurship
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). 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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 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+.

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 External Engagement Portfolio, led by the Deputy Vice-Chancellor (External Engagement), is responsible for the University's engagement activities and brings together various business units from across the University, including UQ Press, UQ Art Museum, Indigenous Engagement, Advancement, Future Students, Marketing and Communications and Global Engagement and Entrepreneurship. The portfolio works closely with the research and academic portfolios, particularly for all aspects of government, research and industry relations as well as the University's entrepreneurial and innovation activity.

The Global Engagement and Entrepreneurship (GE&E) Office is responsible for leading UQ's business development and engagement activities with UQ's current and potential partners. In particular, the division leads and oversees the implementation of the University's strategy to develop specific partnerships with universities, government, research and industry bodies, both in Australia and around the world. GE&E is responsible for overseeing the University's Global Strategy Framework, which includes management of UQ's international agreements and associated activities, sponsored student programs, outbound missions, international visits and high level engagement events.

The Office is also responsible for developing the UQ Entrepreneurship Strategy and manages the strategy implementation across the institution under the Ventures brand. Building entrepreneurship programs and events, fostering mentor and partner networks to support Ventures activities, and identifying student engagement opportunities are an important role of the office.

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

The Ventures Program Officer supports the development and delivery of a number of UQ entrepreneurship programs, with a particular focus on initiatives for current and future students. The position will also contribute to additional events and outreach activities designed to raise awareness of Ventures and to strengthen the UQ entrepreneurship ecosystem.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinate the delivery of key Venture programs, including Idea Hub Discovery, Idea Hub Unlimited, and Startup Academy.
- Coordinate strategic insights into the evolution of Ventures programs and support the ongoing implementation of the Entrepreneurship Strategy, including participation on relevant working groups and contributing to identify strategic initiatives.
- Coordinate marketing and recruitment activities with the aim of building awareness of Ventures and the broader entrepreneurship eco-system.
- Oversee the coordination of ideation and validation entrepreneurship programs aimed at expanding the suite of entrepreneurship offerings at UQ.
- Design, coordinate and facilitate hackathons, Innovation Challenges and pitch events.
- Provide operational support to Ventures programs and work with relevant team members to improve systems and processes that capture key Ventures participation and outcomes data.
- Provide support to new course development programs that involve topics such as Design Thinking, agile methodologies and/or systems thinking Methodologies.
- Build entrepreneurship networks within UQ to connect students from various disciplines.
- Engage and connect UQ Ventures with the entrepreneurship ecosystem locally and globally.

Other

- Other duties as requested by the Pro-Vice-Chancellor (Global Engagement and Entrepreneurship) and Head, UQ Ventures.
- 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 Manager, UQ Ventures, Global Engagement & Entrepreneurship.

SELECTION CRITERIA

- A degree with subsequent relevant experience or extensive experience in business or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in developing and facilitating workshops to school and tertiary environments.
- Excellent interpersonal, oral and written communication skills, with a demonstrated ability to prepare complex documentation, and communicate with diverse groups within and external to the University.
- Knowledge of, and experience in, entrepreneurial skills and mindset development content and methodologies.
- Ability to prioritise own workload, work independently and meet deadlines.
- Commitment to upholding the University's values, and with the outstanding personal qualities of openness, respectfulness and integrity.

Desirable

- Knowledge of University policies, procedures, organisation structures and functions, or capacity to rapidly gain such knowledge.
- Knowledge of the current and emerging issues in Australian and International tertiary education sector, as well as an understanding of the Australian Government's objectives for entrepreneurship and innovation.
- Demonstrated experience in designing entrepreneurship and/or sustainability programs for a tertiary education institution.

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.

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.