POSITION DESCRIPTION

Position Title: Director, Office of the Deputy Vice Chancellor (Academic)

Organisation Unit: Office of the Deputy Vice-Chancellor (Academic)

Position Number: NEW

Type of Employment: 5 Year Fixed Term

Classification: Senior Administrative Staff Level 10B

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) is one of Australia's leading research and teaching institutions. For more than a century, we have been bringing together outstanding educators, researchers and innovators – across a range of disciplines – to inspire the next generation and to advance ideas that can benefit the world.

Today, UQ is ranked among the world's leading universities and we are consistently recognised as one of the top 5 universities in Australia.

Each year, we teach around 55,000 students across 6 faculties, located at our 3 beautiful campuses at St Lucia, Herston and Gatton – as well as online. We aspire to broaden the knowledge and skills of these students, so that they're equipped to achieve their professional goals and make a positive contribution to our society, and the world.

The University is also home to 8 research institutes and more than 100 separate research centres with an interdisciplinary community of more than 1500 researchers, who have come to UQ from all over the globe. This outstanding community of researchers is continuing to build upon UQ's long and proud tradition of discovery science, invention, innovation, translation and commercialisation.

At UQ, we recognise that our people are our greatest asset. As such, we seek to recruit innovative people who are passionate about helping us to advance our mission and broaden our impact.

Our culture is built on the things that we value most highly – the pursuit of excellence; creative and independent thinking; honesty and accountability; mutual respect and diversity; and providing support for our people. Through the promotion of these values, we're creating a culture that encourages our people to bring their very best, authentic self when they come to work at UQ.

Organisational Environment

The Deputy Vice-Chancellor (Academic) (DVC(A)) is a member of The University of Queensland's senior executive team. The DVC(A) leads the University's ongoing commitment to high-quality learning and teaching, a culture of excellence across the student experience and initiatives aimed at student success.

Areas in the DVC(A) Portfolio have responsibilities across the University, focusing primarily on student lifecycle, library services, quality assurance and teaching and learning. The DVC(A) and the PVC (T&L) comprise the Office of the DVC(A) and PVC (T&L).

Academic Services Division (ASD)

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; Timetabling; and Teaching Space Management.

Student Affairs Division (SAD)

SAD is comprised of Student Services, Student Enrichment and Employability Development and the UQ Health Service. The Division focusses on helping UQ students 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 provides access to high quality scholarly information resources, client focused services, and physical and online spaces that support teaching and research at the University.

In addition to the traditional roles of acquiring and cataloging collections and content, the Library is increasingly at the centre of student learning via its curation services and its provision of state-of-the-art learning spaces.

Institute for Teaching and Learning Innovation (ITaLI)

ITaLI, overseen by the PVC(T&L), enables and promotes higher education excellence and innovation. Its main focus is to continually improve teaching and learning through initiatives that lead to positive, effective change across UQ. ITaLI partners with multiple stakeholders including all faculties and schools as well as other central units such as Information Technology Services.

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

Working with the DVC(A) and the PVC (T&L), the Director of the Office of the DVC(A) is responsible for providing leadership and direction to the multi-functional team charged with ensuring that the Office of the DVC(A) delivers on portfolio and University objectives.

This position will manage the daily operations of Office of the DVC(A) and act as a point of contact and guidance to the portfolio leadership in relation to operational matters.

The Director will provide specialist advice to the University Executive and senior leaders on complex matters that span organisational boundaries providing a point of contact, advice and facilitation. Working with the Portfolio executive team, the Director will coordinate the portfolio's strategy, internal planning, budgeting, reporting, risk assessment activity and operational effectiveness.

Duties

Duties and responsibilities include, but are not limited to:

1. Provide strategic advice to the DVC(A), PVC (T&L) and other senior leaders on matters across theportfolio.

2. Lead the multi-functional Office team and take responsibility for annual strategic, operational, and budget planning and monitoring activities.

3. Lead the strategic change and engagement activities of the Office of the DVC(A) in order to develop consistent messaging for students and other stakeholders, build the profile of the portfolio and secure active support and participationin key programs of work.

4. Coordinate strategic projects and initiatives for the DVC(A) and PVC (T&L) and work with Portfolio leaders on a range of complex matters within a rapidly changing environment.

5. In consultation with portfolio leaders, develop, lead, and implement an operational framework aimed at achieving continuous quality and service improvements in activities and operations performed within the portfolio, and ensure strong relationship management principles are reflected in partnership engagement with other portfolios, Faculties and Schools.

6. Implement a risk analysis framework to identify areas of potential legislative or policy-based exposure, ensuring compliance monitoring and sound governance structures to support the Portfolio's activities.

7. Proactively manage internal relationships with key stakeholders including the Offices of the Vice-Chancellor, the Provost, and other portfolio leaders to ensure that programs of work within the portfolio align to the operations of these offices in order to maximise efficiencies and optimise outcomes for the University.

8. Provide leadership, coaching, professional guidance, performance management and mentoring to direct reports within the Office of the DVC(A) and others as requested, identifying capability building strategies and opportunities for staff to enhance individual and University performance.

Other
*   Ensure you are aware of and comply with legislation and University policy relevant to theduties undertaken, including but not exclusive to:
    o   the University's Code of Conduct
    o   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
    o   the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
    o   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 Vice-Chancellor (Academic).

SELECTION CRITERIA

1. Postgraduate qualifications and extensive relevant experience in a senior management role, or an equivalent combination of relevant experience and/or education/training in higher education.

2. Demonstrated high level planning, strategic development and problem-solving skills and experience in the execution and management of programs of work.

3. Demonstrated management expertise in leading through formal and informal activity including the ability to influence outcomes across organisational boundaries.

4. Demonstrated ability to liaise and consult with a range of stakeholders including executives, academics, project staff, and students.

5. Ability to organise and complete multiple tasks simultaneously with close attention to detail and prioritisation to meet deadlines whilst working cooperatively and collaboratively.

6. Excellent interpersonal, verbal and written communication skills, including a demonstrated ability to write for internal audiences with clarity, accuracy and precision.

7. Demonstrated ability to work proactively and independently, and as part of a team to contribute positively to the achievement of the DVC(A) Portfolio and University goals.

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.