POSITION DESCRIPTION

Position Title: Campus Director, UQ Gatton
Organisation Unit: Office of the Director Gatton Campus
Position Number: 3022602
Type of Employment: Full Time Fixed Term
Classification: HEW 10

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**

UQ’s Gatton campus (UQ Gatton) combines the rural traditions of its agricultural college heritage with innovation and a collaborative outlook to deliver excellence in research and teaching in agricultural, animal, veterinary and environmental sciences.

In 1990, The University of Queensland merged with the Queensland Agricultural College to establish UQ Gatton and today, community engagement, innovative thinking and a commitment to sustainability remain integral to its philosophy and activities. The campus is located 87 kilometres west of Brisbane and is part of the UQ Faculty of Science.

The School of Agriculture and Food Science, the School of Veterinary Science and UQ Skills deliver a wide range of qualifications on the UQ Gatton campus, ranging from vocational to undergraduate, postgraduate coursework and higher degree by research programs. Focusing on areas as varied as agriculture and agribusiness, animal, equine and wildlife science, veterinary science, veterinary nursing and the environment, programs offered at UQ Gatton address complex global issues such as climate change, feeding a growing population, biosecurity and diminishing natural resources.

UQ Gatton includes a range of farms that cover 1068 hectares and specialist animal and agriculture units including a dairy, piggery, poultry unit, sheep and goat herd, horticultural fields, plant nursery, post-harvest facilities, research laboratories and greenhouses, and an extensive range of plant and farm infrastructure. The Queensland Animal Science Precinct, contemporary teaching and skills training spaces, and the UQ Gatton Halls of Residence are also housed on the UQ Gatton campus. Spread across two locations, its activities are predominantly focused at the Gatton campus, with a second farm located 10 kilometres away at Darbalara.

The Director, Gatton Campus is responsible for ensuring the effective operations of UQ Gatton, with the primary purpose of supporting the academic teaching, research and engagement priorities of UQ on the site. The Director’s portfolio includes responsibility for the Gatton Dairy, Piggery Unit, Equine Unit, Cropping Unit, Grazing Animal Unit and engagement with the Lockyer Valley communities.

For more information, visit the Gatton campus website: [gatton.uq.edu.au](http://gatton.uq.edu.au).

**Diversity and Inclusion**

UQ recognizes and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. UQ strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.
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 the Position

The Campus Director is a key leadership role within the University of Queensland. The role contributes significantly to the strategic and operational management of the UQ Gatton Campus to facilitate teaching, research and engagement with industry, government and the local community. The role also contributes to service design and delivery within the broader Faculty of Science professional services operating environment.

The role is responsible for overseeing the management of staff, budget, plans and processes to deliver operational services to Gatton Campus. Additionally, the Campus Director will be the liaison between the Campus and Schools, Institutes and UQ professional service functions within the Chancellery portfolios and other relevant internal and external service providers in support of the operation of the Campus. The Campus Director leads the integration of all professional service delivery at the Campus.

The role also leads the engagement with the local Lockyer Valley communities and stakeholders who are users of the Gatton Campus Facilities as steward for the University of Queensland.

Duties

Duties and responsibilities include, but are not limited to:

Strategy

- Contribute to the formulation of University and Faculty plans and support the contributions of the Executive Dean, Executive Manager, Associate Deans and Heads of Schools and other key leaders with strategic advice.
- Operationalise University and Faculty strategic plans for the areas for which the role is accountable.
- As a member of the Gatton Executive, assist Executive Manager, Associate Deans and Heads of Schools and other key leaders to operationalise the University and Faculty strategic and operational plans, including the development of objectives, targets, and KPIs, and monitoring outcomes.
- Support the Gatton Executive to communicate and implement the University and Faculty strategy to staff, students and key external stakeholders related to Gatton Campus. In particular, raising and maintaining the profile of the Gatton Campus within UQ and its to external stakeholders.
- Identify and support prospective businesses and commercial partners to invest and/or locate their operations on the Gatton Campus.
- Undertake strategic projects for the Gatton Executive which may involve complex matters and rapid turnaround. The realisation of benefits is over the medium- and long-term.

Leadership

- Lead the completion of allocated actions and projects arising from the Gatton Executive Committee
Work in a One-UQ manner to ensure that Faculty and UQ, design and deliver a seamless experience for staff, students, industry and other external stakeholders at Gatton Campus.

Benchmark and build collaborative relationships which bring thought leadership on the operations of a regional campus to the Faculty of Science and UQ.

Maintain outstanding, positive and constructive working relationships with leadership communities in Schools and within the Faculty of Science, Institutes and Chancellery professional services portfolio.

Contribute to a Faculty professional staff culture consistent with the UQ Values and Code of Conduct which has associated plans and events, working with HR to develop training, focussing on communities of practice, career development and performance management. Ensure the faculty professional staff are confident and competent at their roles.

Participate in the Faculty Senior Professional Leadership Group and the Campus’s main committees, and participate in university-level committees.

Champion measures to build and sustain equality, diversity and inclusion.

Operational Management

- Manage several teams of staff related to the portfolio of the Director.
- Formulate and oversee the Gatton Campus’ annual Operating Budget and planning, including three-year forward projections of income and expenditure, in consultation with the Faculty Finance Manager.
- Advise the Executive Manager and Gatton Executive on strategies that affect the medium and long-term financial sustainability of the Faculty of Science, in particular opportunities to diversify income a derive commercial income.
- Advise the Gatton Executive on, space planning, infrastructure management and planning, and land use management for the Campus.
- Ensure safe working environment through identification and prioritization of investment in actions which protect health and well-being of staff, students and visitors.
- Develop, implement and supervise service level agreements between the campus and service providers (including ITS, Library, Student and Academic Services Division, Property and Facilities, UQ Union, UQ Sport, Schools and Institutes, etc);

Management Assurance

- Provide the management assurance (monitoring and review) to the Executive Manager that current and emerging risks are being managed through effective general management controls within each of the units of the Office of the Director of Gatton Campus.
- Where relevant, inform the Executive Manager and head of enabling functions/ Chancellery professional service directors on the effectiveness of their policies and procedures.
- Ensures that the statutes, regulations and professional standards unique to the Gatton Campus Community are identified, well understood and incorporated in professional development and operational planning activities to facilitate compliance.
- Ensure the responsible use of resources through appropriate management controls.
- Advise the Executive Dean, Executive Manager, relevant Heads of Schools and institute directors on major internal or external policy changes and their implications for Gatton Campus, including the identification, management and mitigation of risk.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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 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 Campus Director reports directly to the Faculty Executive Manager, Faculty of Science. The Campus Director will also have a dotted reporting line to the Chair of the Gatton Executive Committee (or Assoc Dean Gatton TBD). There will be several teams of staff reporting into this role.

**Selection Criteria**

- A university degree at a postgraduate level with substantial relevant experience in a university or similar environment; or an equivalent combination of relevant experience and/or education/training.
- Knowledge of the requirements of facilities management in an agricultural biosciences and veterinary context would be highly advantageous, or the ability to rapidly acquire such knowledge based on previous experience with facilities management.
- Demonstrated exceptional leadership and management skills, at both a strategic and operational level, with evidence of tangible outcomes.
- Highly developed interpersonal, influencing, and negotiation skills with demonstrated ability to build both internal and external relationships and networks with key stakeholders and for the purposes of business development. The ability to foster a culture of diversity and inclusion and a commitment to upholding the University’s values
- Demonstrated ability to provide strategic advice, produce high quality documents, and develop and implement strategic and operational plans, and track outcomes.
- Project management experience and ability to supervise projects through coordination
of physical, financial and staff resources.

**Vaccinations and Immunisation**

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

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 the **contact person listed in the advertisement**.