

POSITION DESCRIPTION

Position Title:	Project Officer, Organisational Development
Organisation Unit:	Human Resources
Position Number:	3027214
Type of Employment:	Fixed Term
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 (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://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.

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)
- Organisational and Leadership Development
- Workplace Relations
- Workplace Diversity and Inclusion
- 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>

DUTY STATEMENT

Primary Purpose of Position

To coordinate, support and implement a range of organisational development projects and events to contribute to the work of the HR Services Division, particularly in areas of Capability Development, Learning and Performance, Organisational Change and Recognition and Reward.

Duties

Duties and responsibilities include, but are not limited to:

- Provide high level project management and coordination expertise for Organisational Development Unit initiatives, including:
 - The University's annual UQ Awards for Excellence. This includes ensuring the Awards event runs smoothly by managing the nomination and selection processes, coordination of the event with the University's Protocol Team, liaison with the Vice-Chancellor's Office and financial management of prize distribution to award recipients.

- The University's New Staff Expo. This includes ensuring the expo runs smoothly by scheduling the Expos (six-monthly), identifying, liaising with and managing individual stall holders, and ensuring Vice Chancellor's Committee members are scheduled and supported.
 - The Leading UQ leadership development program for senior managers at the University. This includes program management, negotiation with providers, scheduling modules, identifying and managing individual participant needs, etc.
 - The UQ Leadership Survey (360) initiative. This includes scheduling participants, administration of the tool, scheduling de-briefs, and high level analysis of trend data.
 - Internal functional review, process improvement and workflow redesign projects.
 - Design and piloting of major new capability and culture development programs in support of the UQ Strategy 2018 - 2021, alongside review and implementation of capability frameworks.
 - Management of other Organisational Development initiatives as required.
- Develop and manage internal organisational communication processes to support and promote Organisational Development initiatives and events, including website development using a content management system and use of internal social media and learning support tools.
 - As part of project management of organisational development initiatives, undertake appropriate targeted consultation with key individuals and broad groups of stakeholders to ensure these initiatives are designed, delivered and evaluated with comprehensive input and feedback from clients. This includes consultation with senior executives of the University including the Vice Chancellor.
 - Undertake appropriate empirical and professional research in order to identify and provide advice on best practice program development and delivery in areas of Leadership Development, Organisational Capability and Culture, Recognition and Reward, and Performance.
 - Undertake the technical design, development, implementation and analysis of diagnostic surveys, facilitation tools and evaluation processes to support Organisational Development initiatives.
 - Undertake aspects of an OD Consultant role in a developmental capacity.
 - Contribute to development of HR Policy to support Organisational Development initiatives.
 - Any other duties as reasonably directed.

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 and Leadership Development. This position has no direct reports.

SELECTION CRITERIA

Essential

- Completion of a degree with subsequent relevant experience, preferably in the areas of organisational development, organisational psychology, project management, communications or related field; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to design, cost, implement and manage organisational development projects as a contributor to, or leader of, cross-functional project teams.
- High level analytical skills, preferably related to work design and team/process effectiveness.
- High level organisational communication skills (including website development and use of internal social media and online learning tools).
- Research skills aligned to and appropriate for organisational development initiatives' analysis, review and development.
- High level oral and written communication skills (including report writing).
- Excellent interpersonal skills and the ability to contribute constructively to a positive team environment.
- Ability to prioritise own workload, work effectively across boundaries and meet deadlines.

Desirable

- Experience in organisational change management projects.
- Understanding of the higher education environment.

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.