POSITION DESCRIPTION

Position Title: HDR Engagement and Development Officer
Organisation Unit: UQ Graduate School
Position Number: 3045296
Type of Employment: Part-Time, Fixed Term (Until March 2020)
Classification: Hew Level 5

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://uniquest.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 UQ Graduate School is one of Australia’s largest postgraduate research training centres and offers students a superior study and research environment. The Graduate School focuses on enriching the quality of academic life for postgraduate research students; producing excellent educational and employment outcomes; maintaining and building on UQ’s high standards of supervision and offering excellent practical research training to prepare students for careers in a variety of areas.

Under the direction of the HDR Engagement and Development Manager, the HDR Engagement and Development team is responsible for developing activities that proactively enhance the UQ Graduate School’s reputation on a national and international basis, engaging with internal and external stakeholders to develop innovative opportunities that promote UQ as a premier HDR training centre. The Team coordinates training programs that enhance the research higher degree experience for students and academics, from translational skills development programs, induction programs and programs designed to enhance student mobility and competitiveness in the national and international workforce upon HDR award.

The HDR Engagement and Development Officer will facilitate engagement, training and presentation activities for the Graduate School and University wide events in which the Graduate School participates.

Further information on the UQ Graduate School is available from the University’s website http://www.uq.edu.au/grad-school/

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

The HDR Engagement and Development Officer provides operational and administrative support to the activities and programs coordinated by The Graduate School’s HDR Engagement and Development Team, as well as high level administrative support to the HDR Engagement and Development Manager.

Duties

Duties and responsibilities include, but are not limited to:

- Provide logistical support for HDR scholarships, recruitment, marketing, communications, events and skills training activities. These include but are not
restricted to, Global Change Scholars Program, UQ Open Day, Research Week, Three Minute Thesis Competition and the HDR and Advisor’s skills training program.

- Under the general direction of the Engagement and Development Manager, coordinate applications for the Career Development Scholarship Extension, including assessment of applications, reviewing eligibility and compliance, and provision of feedback on applications.
- Coordination of marketing and promotion activities associated with the Graduate School’s Alumni & Engagement activities.
- Coordinate the development of online systems to support Graduate School activities and, liaise with the Web/IT Officer as required for its implementation and maintenance.
- Development and implementation of strategies that increase engagement in Graduate School activities and programs.
- Developing current administrative and financial processes that further support the Graduate School’s activities, including contribution to budget preparation and management, developing evaluation reports and stakeholder liaison.
- Respond to telephone and email inquiries and, when appropriate, send information and follow-up as required.
- Coordinate the information content of the Graduate School’s web content where relevant.
- Provide administrative support for student mobility initiatives including, but not limited to, scholarships, internships, placements and conferences.
- Assist in development and coordination of the School’s Calendar of Events.
- Lead the process of continuous improvement in events and external relations development, in terms of logistics and operations.
- Other duties as directed by the HDR Engagement and Development Manager.

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 HDR Engagement and Development Manager.
SELECTION CRITERIA

Essential

- Completion of a degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- A minimum of 2 years demonstrated experience in an administrative role.
- Demonstrated high level of written, oral and interpersonal skills including the ability to effectively liaise and negotiate with people at all levels and from diverse backgrounds.
- High level, organisational and planning skills and demonstrated ability to meet schedules and tight deadlines without close supervision.
- Demonstrated ability to work autonomously with initiative as well as the ability to work as part of a team.
- Advanced skills with computer applications such as spreadsheets and student management databases (e.g. PeopleSoft), manipulation of PDF documents using Adobe, and expertise with Microsoft Office Tools (especially Word, Excel and PowerPoint).
- High level administrative skills including the drafting of correspondence, diary and travel management.

Desirable

- Experience in the higher education sector.
- Experience in editing web content.
- Familiarity with University policies, procedures, financial management systems and practices.
- Experience in preparing and delivering presentations to a range of audiences.
- Demonstrated ability to compile data, provide insight and write reports.
- Experience in a project management or event co-ordination role or with marketing and communications activities.

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.

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