POSITION DESCRIPTION

Position Title: Project Officer - Entrepreneurial Education  
Organisation Unit: Institute for Teaching and Learning Innovation (ITaLI)  
Position Number: New  
Type of Employment: Full-time, fixed term, until December 2021  
Classification: HEW Level 7

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 Institute for Teaching and Learning Innovation (ITaLI) is taking a leading role in teaching and learning, professional education and innovation. ITaLI is an integrated teaching, research and service delivery centre for teaching and learning practices at UQ. ITaLI seeks to establish and maintain a flexible operating structure to drive and support innovation and excellence for these activities.

Directed by the Pro-Vice-Chancellor (Teaching and Learning), ITaLI provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics, and aims to transform teaching and learning across the University through the delivery of faculty and executive prioritised, teaching and learning projects and services, including support to deliver UQ’s Student Strategy. ITaLI addresses critical areas of unmet need in teaching and learning by bridging the gap between the exponentially-expanding discipline of higher education teaching and the increasing complexity of teaching to assist University teaching staff and improve the learning experience of students.

Information about ITaLI may be accessed on the Institute’s web site at www.itali.uq.edu.au.

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 purpose of this position is to provide project support to the Entrepreneurial Education initiative within ITaLI. This will include liaising with key stakeholders, preparing and publishing rich multimedia materials to raise awareness and understanding of entrepreneurial education across the UQ academic community.

Duties

Duties and responsibilities include, but are not limited to:

Undertake relevant project activities to increase awareness and understanding of entrepreneurial education across the UQ academic community by;

- Producing rich communication materials including information and resources such as case studies, webpages, newsletter features, copy writing, and learning materials;
• Working with and providing advice to the Associate Lecturer in Enterprise and Innovation Education and the Entrepreneurship Community of Practice to identify and plan suitable case studies and other associated activities;

• Liaising with key stakeholders to source content for collateral, and organising and supporting related meetings and events;

• Engaging and collaborating with students as part of the Student Staff Partnership project(s) for entrepreneurial education;

• Working with the ITaLI media production team to plan and deliver case studies and other collateral in appropriate media formats, including video and photography as required.

• Designing and conducting interviews for case studies, drawing on best practice;

• Designing and publishing collateral in appropriate formats;

• Undertaking periodic scan to ensure collateral is reflecting best practice in content and format;

• Coordinating and collaborating on initiatives and campaigns with marketing and communications teams as required, including; ITaLI, Employability, Ventures, and UQ’s Office of Marketing and Communications.

Support the management of the Entrepreneurial Education initiative in the planning, monitoring, evaluation and reporting of impact by;

• Maintaining records and documentation, contributing to project reports and status updates, and implementing communication strategies;

• Undertaking the planning required for coordination of initiatives;

• Managing the development of detailed targets and timeframes for activities;

• Managing support for high level working groups on entrepreneurial education, including coordinating meetings; preparing agendas and minutes; ensuring that action items are followed up and delivered to the working groups;

• Managing the day to day support for the Entrepreneurship Community of Practice;

• Collecting and collating data on engagement, feedback, responses and impact of published collateral;

• Working with and providing advice to the Associate Lecturer in Enterprise and Innovation on evaluating impact of awareness raising activities.

• Any other duties as reasonably directed by your Supervisor.

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 Lecturer in Enterprise and Innovation Education, Institute for Teaching and Learning Innovation.

SELECTION CRITERIA

- A degree in a relevant field with at least four (4) years subsequent relevant experience or extensive experience and management expertise in technical or administrative fields or an equivalent combination of relevant experience and/or education/training.
- Proven experience in the planning, preparation, and delivery of rich multimedia collateral and documentation, such as case studies, learning materials, or reports.
- Proven experience in the implementation of communication strategies, awareness-raising, and impact measurement.
- Ability to evaluate and interpret data, apply logic and sound business judgement and integrated thinking in providing solutions.
- Well-developed written communication skills and proven efficiency in key Microsoft products such as Word, Excel, PowerPoint, Project, and Visio.
- Excellent written, verbal and interpersonal skills, including the ability to communicate effectively with stakeholders by telephone, email and in person in order to achieve project outcomes.
- Excellent organisational skills, including a demonstrated ability to set goals, prioritise own workload of multiple and diverse tasks, work independently and meet deadlines.
- Commitment to upholding the University’s values, and with the outstanding personal qualities of openness, respectfulness and integrity.

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.