POSITION DESCRIPTION

Position Title: Professor and Deputy Head of School
Organisation Unit: School of Information Technology & Electrical Engineering
Position Number: NEW
Type of Employment: Full-time, continuing employment (3 year term as Deputy Head of School)
Classification: Academic Level E

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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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://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.

School of Information Technology & Electrical Engineering

It is an exciting time to get involved with the School of Information Technology and Electrical Engineering, located on UQ's St. Lucia campus. The School is ramping up its investment in teaching, research and engagement to create an inspiring, diverse and flexible workplace. The direction is backed by a bold, new strategic vision to ensure the School is at the forefront of meaningful research outcomes and pedagogy across its core impact areas of health, data, automation and energy. Boasting strong student enrolments in professionally accredited programs, combined with world-class researchers and facilities, the School is focused on strengthening its position in the global computer science and engineering communities. By attracting the brightest minds and fostering a truly innovative and collaborative work environment, the School will develop global solutions to contemporary issues and mentor the leaders of tomorrow.

Our people are our greatest asset. We offer collaborative, inclusive work and study places, which are enriched by the significant diversity of our staff, students and community. We genuinely believe that creativity and innovation flourishes in an environment where people feel supported, valued and empowered. Mutual respect, inclusivity and accountability are at the cornerstone of UQ’s culture.

The School is committed to supporting the career growth of women researchers and have a number of initiatives to support women in developing and achieving a fulfilling research career at the School.

Details of the School may be accessed on its website at http://www.itee.uq.edu.au/.

Information for Prospective Staff

The School recognises 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. The School 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.

Further 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

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.
DUTY STATEMENT

Primary Purpose of Position

The successful candidate will be expected to display a high level of leadership in an academic environment and be recognised internationally for their scholarly contribution. The purpose of this position is to work in partnership with the Head of School to successfully implement the School’s overarching strategy through effective leadership. Working with the School Executive team and other staff of the School, the appointee will develop and implement initiatives to build the School’s teaching programs and expand its world-class research profile. The role requires the ability to work constructively and collegially in support of the strategic and operational direction of the School and the wider University, in accordance with the University Strategic Plan.

This is an outstanding opportunity for an exceptional candidate who is motivated to facilitate real organisational impact and will provide the ideal foundation for career progression to senior university leadership positions.

Duties

Duties and responsibilities include, but are not limited to:

**Strategy and Planning**
- Support the development and implementation of strategical and operational initiatives, advising the Head of School on strategic and planning issues
- Support the Head of School in leadership and managing the School, acting as Head during the absence of the Head of School

**Teaching and Student Experience**
- Enhance the teaching and learning portfolio of the School
- Develop initiatives to enhance the student experience for the School’s students
- Encourage the pursuit of excellence in teaching and learning, informed by research
- Promote collaboration with other schools, institutes or centres to develop university-wide coursework initiatives
- Work with the Head of School and School Manager in teaching allocations and duties for staff to ensure the effective and efficient performance of teaching within the School
- Act as the School’s decision-maker in cases of student integrity and misconduct

**Research**
- Work with the Head of School to encourage the pursuit of excellence in the School’s existing and emerging areas of research
- Maintain personal academic standing, including the pursuit of research and scholarship
- Work with the Head of School to develop initiatives to build an excellent research environment that fosters collaboration, mentoring and support for both early-career researchers and senior research staff
Staff Management

- Assist the Head of School to ensure appropriate staff profile planning and in recruitment, promotions and probation processes
- Develop and implement internal mentoring initiatives and facilitate staff development where appropriate
- Assist Head of School in resource planning, including processing leave applications and travel approvals

Other

- Represent the School on Faculty and University committees and working parties and engage with outside organisations, groups and individuals
- Contribute to the financial management of School where relevant
- 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 Head of School of ITEE.

SELECTION CRITERIA

Essential

- Demonstrated excellence in computer science and/or electrical engineering research.
- Demonstrated teaching skills and an understanding of how to provide a modern high quality learning environment.
- An understanding of the academic disciplines within the School of Information Technology and Electrical Engineering.
- Highly developed leadership, interpersonal, communication and people skills with proven experience in leading, developing, motivating and successfully managing teams and individual academics in a collegiate environment and fulfilling the UQ leadership capability expectations
- Outstanding strategic skills including the ability to develop, articulate and sustain a shared vision.
- Strength in influencing and negotiation, including the ability to develop and maintain effective relationships with key internal and external partners and stakeholders
Seminar

Applicants invited for interview may be expected to present a seminar in conjunction with the selection interview process.

Qualification Verification

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

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 job advertisement.