POSITION DESCRIPTION

Position Title: Manager, Executive Education
Organisation Unit: Faculty of Engineering, Architecture and Information Technology
Position Number: 3024328
Type of Employment: Fixed Term, Full Time until August 2019
Classification: Hew Level 8

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.

**Organisational Environment**

The Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

The Faculty 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 Faculty 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.

For more information about the Faculty, please visit: www.eait.uq.edu.au

**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 Manager, Executive Education is responsible for engagement with the engineering, architecture and IT industries, including the development and delivery of a diverse portfolio of education opportunities – including Continuing Professional Development and corporate training courses. The Manager will work closely with key stakeholders within the Faculty, professional associations, service providers and individuals.

Duties

Duties and responsibilities include, but are not limited to:

- Engage and build relationships with key industry partners, to play an active role in identifying external executive education opportunities, and promoting lifelong learning opportunities and resources, as well as other opportunities for engagement.
- Collaborate with Schools and Centres within the Faculty to actively facilitate the development of executive education offerings.
- Collaborate with relevant staff in the Schools to develop and implement executive education offerings with the aim of engaging with, and developing relationships with external stakeholders, including professional associations and alumni.
- Liaise with relevant UQ organisational units about executive education opportunities.
- Develop operational plans and administer project budgets, including the analysis of project deliverables.
- Implement the Faculty Executive Education Business Plan and drive the market success of individual courses. In particular, this includes responsibility for the implementation of the Faculty Executive Education Marketing Plan.
- Draft proposals and tenders.
- Assist with the development of marketing strategies and coordination of campaigns.
- Manage all CPD related websites and e-news.
- Manage relationships with individual CPD lecturers, guest speakers, industry experts and event coordinators.
- Negotiate goals with CPD delivery agents and marketing agents and monitor performance indicators.
- Organise, prepare and manage all CPD events including procuring suitable venues, resource management, logistical management and event coordination.
- Provide direct line management and support to CPD Events Officer, including delegation of and overseeing daily tasks.
- Provide regular reports to the Faculty Executive Manager.
- Provide support to the Executive Dean and Heads of Schools to achieve project goals.
- Coordination and support of activities and events for relevant masters programs in collaboration with Schools and Centres.
• Organise, prepare and coordinate networking events including procuring suitable venues, resources, logistics and event coordination.

• Liaise with relevant UQ and partnering university organisational units to coordinate events registration and lecturer availability.

• Manage relationships with individual masters lecturers (internal and external), guest speakers and industry experts.

• Provide point of contact for students as required, and manage communications and concerns.

• Any other duties as reasonably directed by your supervisor

**Travel and Out of Hours Work**

• Attend programs and/or functions outside normal business hours as required.

• The position is based at the St Lucia campus, however travel to other campuses and sites will be necessary from time to time.

• Undertake intrastate and interstate travel as required for meetings, events and activities.

**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 Faculty Executive Manager.
SELECTION CRITERIA

**Essential**

- Qualifications in a relevant discipline or an equivalent combination of relevant experience and education/training in an engineering sector.
- At least 5 years experience in the development, implementation and administration of project or program business plans and proposals;
- Demonstrated experience in the field of continuing professional development or other postgraduate learning environment;
- Demonstrated experience in marketing;
- Experience within a tertiary institution would be highly regarded.
- Demonstrated expertise in identifying business opportunities together with the ability to negotiate mutually beneficial outcomes.
- Demonstrated expertise in the establishment and maintenance of client relationships.
- Demonstrated skills in the delivery of executive education courses or similar events such as conferences.
- Experience managing staff and budgets.
- Strong organisational capabilities and performance monitoring skills.
- Significant initiative and judgment is required, while working within a complex organisational environment.
- Demonstrated ability to meet deadlines, to work under pressure and establish priorities, with a commitment to quality outcomes and customer service.
- Excellent qualities in negotiation, tact and discretion.
- Ability to fit well into a team environment.

**Desirable**

- Extensive knowledge of an engineering-related sector, or the ability to rapidly acquire knowledge.

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.