POSITION DESCRIPTION

Position Title: Senior International Relations Officer
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3027378
Type of Employment: Full-time, continuing
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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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://uniqest.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.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and wellbeing underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the University.

The Faculty currently includes:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: [http://habs.uq.edu.au/](http://habs.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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

To coordinate the marketing and recruitment activities, business development and partnership linkages in a dedicated geographical region in support of the Faculty’s internationalisation strategy.

**Duties**

Duties and responsibilities include, but are not limited to:

- Establish, build and maintain relationships with external clients and stakeholders, such as prospective students, UQ agents and international partners.
• Regular attendance at both national and international agent exhibitions, schools or other educational partner’s information sessions in order to promote HaBS programs and undertake any necessary follow-up action.

• Assist in the management of business development opportunities and HaBS partnership linkages under supervision by the International Development Manager, this may include pursuing new opportunities and managing current relationships.

• Review and analyse multiple data sources relevant to international education to identify potential opportunities and contribute to the development of international recruitment strategies.

• Maintain an up-to-date, broad knowledge of the target markets so as to provide input into the development and execution of an annual strategy, as well as provide advice to other internal teams as requested.

• Monitor international student intake numbers across HaBS Faculty to identify risks or underperformance, and provide input into possible action in response.

• In collaboration with HaBS Faculty and school based marketing teams, assist in the coordination of international marketing activities and campaigns that may involve digital or traditional advertising.

• Collaborate and liaise with internal stakeholders, such as UQ International and HaBS Faculty Schools, in order to align actions to ensure a consistent strategy.

• Identify international opportunities for the Faculty and present to the International Development Manager for consideration.

• Coordinate, document and follow up on Faculty international interests both in Australia and overseas, including trip reports and engagement activity updates.

• In collaboration with relevant internal stakeholders, coordinate incoming visits for prospective students, UQ agents, partners and external agencies.

**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 Manager, International Development and has no direct reports.

SELECTION CRITERIA

Essential

- An undergraduate degree with subsequent experience, or an equivalent combination of relevant experience and/or education/training.
- Sound level of relationship and/or account management skills, particularly in international settings, including demonstrated ability to expand the scope of relationships with current partners.
- A demonstrated ability to promote and market to a wide range of audiences, including international students, parents, international partners and agents.
- Broad knowledge of target geographical market and ability to proactively source and interpret market intelligence to determine impact on current or future business strategy.
- Demonstrated ability to develop, manage relationships and evaluate strategic marketing and business development plans within agreed standards, timeframes and budgets.
- Demonstrated ability to interact effectively with people from diverse cultural backgrounds with sensitivity and awareness of cultural differences.
- Sound understanding of issues relating to and affecting the export of Australian higher education, including legislation relating to international students such as the ESOS Act, Department of Home Affairs requirements, etc. or the ability to rapidly gain such knowledge
- Excellent oral and written communication, and negotiation skills, with the ability to liaise effectively with academic and administrative areas within the University and external agencies.

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 habs-hr-advisory@uq.edu.au.