POSITION DESCRIPTION

Position Title: Senior Project Officer, Employability
Organisation Unit: School of Public Health, Faculty of Medicine
Position Number: 3042661
Type of Employment: Part-time, fixed term
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 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 (65). 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.

Faculty of Medicine

The University of Queensland Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.mbs.uq.edu.au.

The School of Public Health

The University of Queensland was, in 1936, the first university in the English-speaking world to establish a Department of Social Medicine. This evolved in the 1950’s to the Department of Preventative and Social Medicine and the School was formally established in 2001 to improve health outcomes through learning, discovery and engagement. The School of Public Health has recently been ranked as the top Public Health school in Australasia in the US News Global university rankings. We are a global leader in improving the health of populations in a changing and inequitable world.

The School’s strategy is centered on academic performance and a commitment to excellence in teaching. We offer programs and courses in all major fields of population and public health to almost 1000 postgraduate and undergraduate students. Our MPH is the only accredited
programme in the Australasia and South East Asia region (APHEA and ASPHER) and one of the few to offer a dual MD/MPH degree. More than 100 research higher degree (PhD and MPhil) students actively contribute to the School's vibrant research culture while receiving comprehensive preparation for academic careers or leadership roles in public health.

Our research is focused on making a real impact on some of the world’s most pressing health challenges and was recently ranked by the Australian Research Council as amongst the world's best. Current priorities include health behaviours and health promotion; cancer prevention; environmental health; epidemiology and biostatistics; longitudinal studies of women’s’ health; mental health; HIV/AIDS; substance use, antimicrobial stewardship and other aspects of health services research.

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

This role will coordinate the development and implementation of an expansion to the existing work-integrated learning opportunities in the School of Public Health’s coursework as well as project-based placements that accelerate graduates entry into the workforce. This multi-faceted program fits within the broader University of Queensland’s Student Employability Strategy and Employability Framework as well as the Faculty of Medicine’s Employability Program.

This role will involve significant consultation, stakeholder engagement, and development of a network to underpin the relevance and ongoing viability of the School of Public Health's Employability Program.

Duties

Duties and responsibilities include, but are not limited to:

- Develop and manage a database of public health agencies SPH engages with
- Lead the development of new relationships with external agencies who may take placements or participate in active service learning projects
- Manage relationships with the School’s network of external agencies
- Work with academic staff to develop work-integrated learning activities within existing under- and post-graduate coursework programs
- Work with the Higher Degree by Research (HDR) coordinator to identify opportunities to enhance the employability of HDR students
- Plan and deliver events and activities for staff, students and other stakeholders, which may necessitate work out of standard business hours
- Ensure the Employability Program adheres to the UQ Employability Strategic Plan and Framework and complies with all UQ Policy and Procedures
- Prepare reports, briefings and other communications as required
- Other duties as required
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 School Manager, School of Public Health.

SELECTION CRITERIA

Essential

- Degree in a relevant discipline with at least 4 years' subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training
- Demonstrated experience successfully managing projects, including management of events
- Demonstrated strong interpersonal skills, including the abilities to develop and maintain networks and strong working relationships
- Strong written and verbal communication and presentation skills, incorporating the abilities to develop program related resources, including documents, and be administratively self sufficient
- Proficiency in relevant technologies, including MS Office Suite, and the capacity to uptake new technologies, if required, to meet the needs of the role (i.e. project management, resource development, website development, communication technologies)
- A strong orientation and commitment to providing exemplary customer service to all

Desirable

- Knowledge of curriculum development and design
- Work experience in the areas of employability and recruitment
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 to the contact person listed in the job advertisement.