

POSITION DESCRIPTION

Position Title:	Relationships Manager (QASMT and BSSSC)
Organisation Unit:	Office of the Deputy-Vice-Chancellor (Academic)
Position Number:	New
Type of Employment:	Part time (0.6 FTE), fixed-term (3 years)
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 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 \$1billion+.

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 Deputy Vice-Chancellor (Academic) (DVCA) is a member of The University of Queensland's senior executive team. The DVCA provides leadership in fostering the University's ongoing commitment to high-quality learning and teaching; promoting a culture of excellence across the student experience; leading initiatives aimed at student success and retention, including residential and integration of services for students; and quality assurance across teaching and learning, including course and program quality.

Areas in the Deputy Vice-Chancellor (Academic) portfolio range across the University, focussing primarily on student lifecycle and support for teaching and learning. The portfolio includes the Institute for Teaching and Learning Innovation (ITaLI), responsible for supporting quality teaching in relation to pedagogy, new media literacies, and learning analytics; Academic Services Division and the Division of Student Affairs, responsible for students transitioning to university and progressing through to graduation; and UQ Library, which provides university-wide support in the curation of information.

In addition to overseeing the four key operational units charged with delivery — Academic Services Division (ASD), Student Affairs Division (SAD), the UQ Library (Library) and the Institute for Teaching and Learning Innovation (ITaLI)—the ODVC(A) is responsible for the successful delivery of a broad range of initiatives and programs of work that are essential to the aims of the DVC(A) portfolio and its remit.

The University of Queensland partners with institutions and organisations to enable mutually beneficial collaborations and enhanced opportunities for staff and students.

[The Queensland Academy for Science, Mathematics and Technology \(QASMT\)](#) was developed in 2005 to provide a STEM education enriched through a broad liberal arts curriculum. It is one of the most successful and prestigious selective entry state high schools in Australia and ranked a high performing school in Queensland. From its inception, UQ was its university partner to provide extension opportunities for students and staff.

UQ will also collaborate with the newly established [Brisbane South State Secondary College \(BSSSC\)](#) to provide young Queenslanders with access to innovative technologies, resources and expertise, enhanced learning opportunities and strong student pathways to further education, training and employment. The school will welcome its first intake of Foundation Year 7 students in January 2021. UQ has a MOU with BSSSC that outlines the expertise, facilities, and partnerships that may be shared through the school's "association with UQ".

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 primary purpose of the position is to liaise with representatives from UQ Faculties, Institutes, Future Students and key partner schools, QASMT and BSSSC, to effectively coordinate academic-focused communications and services. The position holder will manage and nurture the expectations/objectives of the Parties' respective staff and students.

Duties

Duties and responsibilities include, but are not limited to:

- Develop, influence and manage effective, future-focussed relationships between UQ Faculties and Institutes, Future Students team and key partner schools to promote collaboration, engagement, research and professional development opportunities for respective staff and students.
- Support key partner schools to access UQ's expertise, services and facilities in accordance with each Memorandum of Understanding.
- Assist UQ staff to manage the appropriate scope and focus of their interactions with key partner schools to achieve successful outcomes in line with the strategic objectives of the University.
- Ensure UQ-wide priority, where appropriate, in relationships between Faculties and Institutes and key partner schools.
- Efficiently identify and resolve issues as they arise and develop strategies to ensure each Parties' expectations and objectives are considered.
- Attend meetings, promotions and events with a broad range of internal and external stakeholders 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 Pro-Vice-Chancellor, Teaching and Learning.

SELECTION CRITERIA

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience (in schooling/higher education relationship management or similar); or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated knowledge and understanding of contemporary issues in schooling and higher education.
- Ability to represent and promote academic disciplines at a university and wider community level and contribute to discussions and decisions in relation to partnership opportunities.
- Broad experience in relationship management with strong communication skills and an ability to manage and influence a broad range of internal and external stakeholders for successful outcomes.
- High-level organisational skills including the ability to operate independently within established frameworks and guidelines while prioritising competing work demands and meeting deadlines.
- Commitment to upholding the University's values, and with the outstanding personal qualities of openness, respectfulness and integrity.

Qualification Verification

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

Blue Card or equivalent

Hold, or be eligible to hold, a valid Queensland Government Blue Card.

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University's Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

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.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au