POSITION DESCRIPTION

Position Title: Industry Engagement Manager
Organisation Unit: Global Engagement and Entrepreneurship
Position Number: NEW
Type of Employment: Full time, fixed term
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 (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 External Engagement Portfolio, led by the Deputy Vice-Chancellor (External Engagement), is responsible for the University’s engagement activities and bring together various business unit from across the University, including UQ Press, UQ Art Museum Indigenous Engagement, Advancement, Future Students, Marketing and Communications and Global Engagement and Entrepreneurship. The portfolio works closely with the research portfolio in particular in all aspects of government, research and industry relations as well as the University’s entrepreneurial and innovation activity.

The University has recently introduced a new Partnership Engagement Framework to support its partnership ambitions which will be overseen by the Deputy Vice-Chancellor (External Engagement). The framework aims to ensure a more integrated and connected network is in place with an oversight of the University’s strategic partnerships.

The position will join the UQ Global Engagement & Entrepreneurship Office. The Office is responsible for leading UQ’s business development activities with UQ’s potential partners. It leads and oversees the implementation of the University’s global strategy to develop high performing partnerships with universities, government, research and industry bodies, both in Australia and around the world. The office provides expert support and advice to stakeholders, with the aim of identifying and prioritising opportunities that will showcase and extend UQ’s research, teaching and learning, and engagement activities. This office is also responsible for developing and delivering an Entrepreneurship Strategy for the University, consistent with the UQ Student Strategy.

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 Industry Engagement Manager will be responsible for providing senior level support to relevant staff across the University, in particular the Director, Global Engagement and Entrepreneurship, the Pro-Vice-Chancellor (Research Partnerships) and the Deputy Vice-Chancellor (External Engagement), in driving the University’s Partnership Engagement Strategy and delivering the intended outcomes.

Collaborating with internal and external stakeholders, the position will support the day-to-day development, management and maintenance of corporate partnerships. The role will also assist in developing informed and innovative engagement strategies and programmes to deliver against the University’s corporate partnership strategic objectives and ensure high levels of return on investment.
Duties

Duties and responsibilities include, but are not limited to:

Strategy and Partnerships
- Foster, grow and develop significant linkages with industry partners in Australia and globally to support the development of strong collaborative programs and projects across the University.

- Research and analyse data sets/market intelligence to assess the effectiveness of current UQ corporate partnerships as well as capture competitor activities and trends to inform engagement mapping around key corporate partners. This includes developing high level recommendations and proposals on future priorities, opportunities and alliances.

- Develop clear, creative and detailed corporate partner engagement strategies across a broad range of geographical regions, which are implemented and evaluated through comprehensive annual work plans and an inclusive set of key performance indicators.

- Identify, create and manage a wide range of projects and programs across several corporate partnership arrangements, including development and oversight of project timelines, resources, stakeholder communications and deliverables.

- Work as a key member of the Global Engagement and Entrepreneurship leadership team to identify synergies across areas and to develop and implement a suite of highly effective systems and tools including templates, procedures and reporting mechanisms to guide, optimise and evaluate corporate partnership activities and achievements and to provide consistent comprehensive and accurate internal information.

- Support implementation of the UQ Entrepreneurship Strategy through identification of partners and programs to expand offerings and increase participation levels.

Stakeholder Engagement
- Develop and take responsibility for the end-to-end activation and engagement of key local and global corporate partners to deliver against strategic objectives and ensure high level returns on investment.

- Identify, map and evaluate key external stakeholders and conduct stakeholder analysis to determine current and future needs and assess these against strategic objectives and available resources, ensuring fit-for-purpose services to expand corporate partnerships.

- Manage a range of internal and external relations to develop trust and credibility, enhance the team’s and institution’s reputation, through the ability to deliver effective outcomes and high quality services that achieve the University’s aims.

- Work with multiple stakeholders in diverse countries and regions to develop highly effective collaborative relationships and initiatives and create and maintain business and communications processes to effectively meet stakeholder needs.

Knowledge management, communication and internal coordination
- Provide secretarial support for the University Partnerships Committee, including the development of agendas, briefing notes and taking minutes.
- Improve understanding and alignment amongst internal and external stakeholders about UQ’s global position and profile, key partnerships and programs, and international engagement opportunities.

- Prepare and deliver a suite of communication resources to support institutional engagement initiatives, including content for strategic publications, partner communication templates, reports, presentations and websites.

- Manage and coordinate the preparation of bids, proposals and submissions, including providing leadership, expertise and assistance to faculties and institutes in the development of projects aligned with the University’s strategic goals.

- Develop effective teamwork among professional and academic staff across the University to improve efficiency and effectiveness of UQ’s global engagement initiatives.

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 Director, Global Engagement & Entrepreneurship.
SELECTION CRITERIA

**Essential**

- A postgraduate degree or progress to postgraduate qualification and/or extensive relevant experience. Qualifications in business, management or marketing are desirable; or extensive experience and functional management in business development, or an equivalent combination of relevant experience and/or education/training.

- Experience in building highly effective professional relationships and working with diverse stakeholders across multiple industries.

- Demonstrated business development skills, including a successful track record of engaging with industry and government in establishing collaborative projects.

- Demonstrated ability to research and interpret complex data-sets and proven high-level conceptual and analytical skills for investigating issues, problem-solving and interpreting trends, policies and practices.

- Excellent planning and organisational skills, including a demonstrated ability to multi-task, prioritise, establish work priorities, meet timelines, and manage multiple complex projects and programs simultaneously with high attention to detail.

- Experience of leading the formulation and application of a strategy including demonstrated ability to think creatively and propose a range of innovative solutions to complex and diverse business challenges.

- Demonstrated strong communication, presentation and business writing skills.

- High levels of flexibility and adaptability, including the ability to rapidly adjust to new situations, challenges, priorities and work allocation.

- Leadership skills that promote a positive and constructive collaborative culture.

**Desirable**

- Deep understanding of the higher education sector in an international context.

- Strong facilitation and negotiation skills, including a well-developed experience of the principles of influencing without direct authority

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 (insert details of HR contact assisting with recruitment).**