POSITION DESCRIPTION

Position Title: Strategic Planning Coordinator

Organisation Unit: UQ Business School

Position Number: NEW

Type of Employment: Full Time, Continuing

Classification: HEW 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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 record of accomplishment 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 will have further success in this area as an important strategic aim going forward.

Organisational Environment

UQ Business School is independently ranked as one of the top business schools in Australia and among the leading institutions worldwide. Our mission is to cultivate courageous thinkers who empower future leaders to positively transform business and society.

Based at the St Lucia campus as part of the Faculty of Business, Economics and Law, the School brings together 10,000 students and 130 subject experts.

UQ Business School also has a presence at UQ Brisbane City, the University’s newest site in the heart of the Brisbane CBD. At UQ Brisbane City, students and professionals from the School’s Master of Business Administration (MBA) program and Executive Education courses are taught in smart, functional and flexible learning facilities.

The School offers a wide range of degree programs. Our eight main areas of academic strength are represented by discipline clusters – accounting, business information systems, finance, international business, management, marketing, strategy and entrepreneurship, and tourism.

UQ Business School is renowned for its cutting-edge research, outstanding academic staff, depth of educational programs and close links with leading global organisations. The School also carries AACSB International and EQUIS accreditation – the first school in Australia to receive this prestigious accreditation across its full range of programs.

To learn more about UQ Business School, please visit https://www.business.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

Primary Purpose of Position

The Strategic Planning Coordinator is responsible for leading and facilitating the School’s strategic planning process and providing direction and coordination to implement programs of work that enable effective delivery of the Business School’s strategic goals.

Duties

1. Lead the development and ongoing review of the School’s strategy to maintain relevance and competitive advantage in a complex, dynamic environment.

2. Develop and implement effective frameworks, systems and processes to enable delivery of strategic initiatives that achieve outcomes to support the School’s, Faculty’s and University’s strategic ambitions.
3. Integrate the School Review recommendations into the School's strategic and operational planning practices, with the intention of full integration into Business-As-Usual (BAU) activities.

4. Apply a systematic approach to prioritisation of work to ensure effective management of risks and the alignment of objectives, to enable project teams to be clear on interdependencies and outcomes.

5. Provide direction to teams on project management practices such as project initiation, project schedules, allocation of resources and progress monitoring.

6. Establish practical and effective change, transformation and communication methods with an emphasis of stakeholder engagement and relationship management.

7. Ensure that robust analysis, continuous improvement and reporting methodologies are engaged across all initiatives; incorporating periodic review of all/specific initiatives.

8. Effectively lead and manage multifunctional project teams in the delivery of strategic initiatives.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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 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, UQ Business School, and has one direct report.
SELECTION CRITERIA

1. Minimum tertiary qualifications in Business Administration or related Discipline, coupled with relevant experience operating at the strategic and operational planning level within multidimensional organisational environments or an equivalent combination of qualifications and experience.

2. Demonstrated ability in the development and delivery of strategic frameworks and purposeful, operational planning, supplemented by relevant experience in the facilitation of strategic and operational planning.

3. Demonstrated full understanding and application of project management methodologies, incorporating change and transitional management, together with successfully leading and managing action-orientated project teams; stakeholder and relationship management.

4. Demonstrated understanding of Systems Approach to organisational planning enabling clarity of interdependencies and attainable outcomes.

5. Strong strategic, creative, critical thinking, data, and research analytical skills, applying clear, logical steps and excellent judgement in identifying solutions and enacting informed decisions.

6. Sound communication, interpersonal and negotiation skills, including well developed written and oral skills, and the ability to develop and present robust reporting requirements around a number of specific and complex issues.

7. Knowledge and awareness of tertiary strategic planning and school performance review processes.

UQ 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 hr@bel.uq.edu.au.