POSITION DESCRIPTION

Position Title: Project Officer (Teaching and Learning)
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3044663
Type of Employment: Full time, fixed-term for three years
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://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 Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great 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**

The Project Officer (Teaching and Learning) provides high-level project and administrative support and information to both the Teaching and Learning Team, as well as the Director of Interprofessional Education. The position will work across a range of Faculty-level projects and initiatives which enhance the Faculty’s academic profile and performance.
**Duties**

Duties and responsibilities include, but are not limited to:

**Project coordination**
- Contribute to the planning of T&L projects (as led by the T&L Manager, Learning Designer or eLearning Co-ordinator)
- Identify, monitor and report on issues and risks associated with the project.
- Develop and maintain project documents throughout the project lifecycle.
- Monitor project progress, including attending project team meetings and preparation of project status reports (including monitoring of expenditure).

**Event coordination**
- Coordinate meetings, workshops and events relevant to the teaching and learning and interprofessional education portfolios of the Faculty.

**Administration**
- Service various committees and meetings (e.g. Faculty Teaching and Learning committee, course/program-specific meetings) including preparation of agendas, papers, minutes and correspondence.
- Actively maintain documentation, processes and systems that support the activities undertaken by the Teaching and Learning team.
- Represent the Teaching and Learning team, where appropriate, on committees and working groups.
- Provide executive support to the Director of Interprofessional Education including liaising with hospital and health services.

**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 Teaching and Learning Manager, Faculty of Health and Behavioural Sciences.
SELECTION CRITERIA

Essential

- A relevant degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Strong interpersonal skills (including written and verbal communication), and proven experience in effectively and collaboratively liaising with multiple internal and external stakeholders at all levels.
- Demonstrated knowledge of relevant project management tools or equivalent practical methodologies for monitoring project progress.
- Analytical skills sufficient to assess problems and propose and implement appropriate solutions.
- Demonstrated knowledge of the principles of effective learning design.
- Demonstrated capacity to document all requirements of the project lifecycle.
- Excellent oral and written communication skills.
- High level organisational skills with the ability to prioritise workload to manage peak workflows and meet competing deadlines.
- Highly motivated and independent and willing to work constructively to meet objectives with limited guidance while applying an organised and methodical approach to tasks.
- Demonstrated ability to work both independently and as part of a team.
- Ability to adapt to changing environments, requirements and priorities.

Desirable

- Qualifications in the field of education.
- Experience in a project role in a tertiary education institution.

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 the contact person listed in the job advertisement.