POSITION DESCRIPTION

Position Title: Manager, International Development
Organisation Unit: ICTE
Position Number: 3034501
Type of Employment: Part time, fixed term
Classification: Hew Level 9

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.

Organisational Environment

The Institute of Continuing & TESOL Education (ICTE-UQ) was formally established in January 1996, through the amalgamation of the University of Queensland's TESOL and Continuing Education divisions, which commenced in 1981 and 1983 respectively. The Institute has gained considerable recognition and acknowledgement in the fields of TESOL and Continuing Education both in international and national contexts since the mid/late 1980s. ICTE-UQ is responsible for the development and delivery of a wide range of general, academic, bridging and special purpose English language training courses, English teacher training/professional development courses, and provision of English test administration services. Continuing Education activities provide an extensive and comprehensive range of offerings for international clients and participants in the following streams: customised professional, academic and study abroad programs, industry training and study tours. The Institute also provides and manages a range of program-related services and student/participant support services, e.g. airport reception, homestay accommodation placement, extracurricular and leisure/cultural activities.

ICTE-UQ's international development arm, UQ International Development (UQID) is one of the leading university development groups in the Asia-Pacific region. It provides technical advisory services and short course training programs for multilateral donor agencies and government aid organisations in the Asia Pacific and Africa. Since its inception in 1994 as the development consulting arm of UQ, UQID has managed more than 500 development assistance projects and activities for the Department of Foreign Affairs and Trade (DFAT), Asian Development Bank, World Bank, private sector clients and United Nations agencies. UQID is one of the most experienced suppliers of training packages for DFAT’s regional Australia Awards short course programs designed to enhance knowledge, skills and bilateral linkages between Australia and target nations around the world. UQID maintains specialist project and financial management oversight of development programs. We act as the gateway into the research expertise and teaching excellence of UQ’s Schools and Research Centres to maximise development outcomes.

Information about the Institute may be accessed on the Institute’s website at www.icte.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
DUTY STATEMENT

Primary Purpose of Position

The Manager – International Development is a key leadership position in the management team of the International Development (ID) unit. As a member of the leadership team of ID, the Manager ID contributes to strategy development and implementation and the operational planning and management for the unit. As a member of the management team, the Manager – International Development will successfully manage and grow UQ International Development’s business in targeted sectors and nominated markets to contribute to the University of Queensland’s position as a globally engaged university.

The position has key responsibility for identifying and securing tender and project opportunities in targeted sectors and markets to contribute to the University of Queensland’s position as a globally engaged university and to achieve revenue and engagement strategies for the unit. The role is also responsible for delivery of successfully secured business by leading teams of contracted suppliers and academic/technical consultants in this process.

The Manager ID also leads, supervises and mentors a team of Development Coordinators in the sourcing of opportunities, the preparation of tender bids, budgeting and pricing; and project implementation/program delivery. The role is responsible for contract negotiations with managing contractors, donors, government agencies, service providers, consultants and technical experts on projects and programs and liaises with high level personnel in Faculties and Schools across UQ.

The Manager – ID is responsible for all project and program reporting, monitoring and evaluation and financial reconciliations with the head contractors and funding organisations on all projects and programs in their sector/market of responsibility. In addition the role works with high level government agencies and key managing contractors in business development for future tenders and project opportunities. At times the Manager ID will input directly into the delivery of aid and development projects and programs through the provision of technical expertise and senior facilitation services.

Duties

Duties and responsibilities include, but are not limited to:

Business Growth

- Manage the expansion and development of ID’s business by identifying and tracking business opportunities, forging partnerships and leading the ID team to develop successful tenders.
- Establish and manage relationships with the full range of clients including donors, multilateral agencies, University of Queensland (UQ) staff, government agencies, associates and individual consultants.
- Develop, maintain and manage a network of UQ and external consultants with the ability to successfully compete for and deliver international development projects/programs in target sectors.
- Actively promote UQ in the international arena.
**Project Management**

- Manage contractual arrangements with clients, associate firms, individual consultants and UQ for projects/programs.
- Manage and closely monitor activity budgets and expenditure.
- Manage inputs and quality checks to a range of activity-related documentation.
- Lead multi-faceted teams in program/project design, delivery and reporting.
- Manage monitoring and evaluation processes.
- Lead and oversight input into project-related promotional and marketing materials.

**Management and Leadership**

- Lead program/project teams to achieve performance targets and develop the business.
- Provide management input into the development of policies and business strategies to meet business objectives and address operational issues.
- Manage and lead a team of development professionals, expert and technical experts and service providers for program/project delivery.
- Provide management input to reporting and forecasting as required.
- Lead professional development oversight and mentoring of ID team members.

**Consulting (desirable)**

- Undertake short-term technical advisory consultancy work and facilitation services as required in Australia or overseas.

**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**

Reports to Deputy Director (International Development) and manages a team of Development Coordinators and program and project consultants and experts.
SELECTION CRITERIA

*Essential*

- Degree and post graduate qualifications in Development Practice; Public Policy, International Relations, Government or other relevant Development related field or equivalent combination of relevant education and training with at least 5 years management experience in a relevant field
- Significant knowledge and experience in the field of international development and/or international capacity building including tendering
- Knowledge of donor funding and government aid funding arena and experience working with Australian Government clients such as DFAT, other donor entities and Government agencies or corporate entities
- Established network of contacts in the international development sector
- High level project management and leadership skills for leading diverse project teams
- Proven record of strong negotiation and problem solving skills
- The ability to build and maintain strong business relationships
- High level written and oral communication and presentation skills

*Desirable*

- Experience undertaking development work in international locations
- Foreign language skills

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.