POSITION DESCRIPTION

Position Title: Project Manager – T&I Work Integrated Learning
Organisation Unit: School of Languages and Cultures
Position Number: TBA
Type of Employment: Casual
Classification: Hew Level 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 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://uniqquest.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 Faculty of Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty Office is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The current Executive Dean is Professor Julie Duck who is acting in the role following the transition of Professor Tim Dunne to a Pro-Vice-Chancellor position in the Office of the Provost.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a new Faculty Centre for Policy Futures, and several school-based research centres. The Faculty is also host to the Institute for Modern Languages and the Confucius Institute. The Faculty offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

There are over 300 academic staff across the Faculty, making it one of the largest in Australia. One indicator of the Faculty's standing in the disciplines that we research is membership in the learned academies, where UQ can proudly claim 33 members of the Australian Academy of the Humanities and 50 members of the Academy of Social Sciences in Australia.

Teaching in the Faculty is underpinned by substantial research performance and several specialized fields of research were judged at the highest level (5 ranking) in the 2015 Excellence in Research Australia (ERA) round. These fields include Specialist Studies in Education; Political Science; Cultural Studies; Literary Studies; History and Philosophy of Specific Fields. Overall, HASS returned outputs to 21 disciplinary field codes, where 90% were rated above (4 ranking) or well above world standard (5 ranking). This is indicative of high quality and capacity in research.

These research achievements internationally are reflected in the 2017 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 16th in the world on the quantum of publications in ranked journals, placing us first in Australia and in the Oceania region (for the full data-set see http://www.leidenranking.com).

The quality of our overall Faculty's performance is also evident in the QS World University Rankings for 2017 which places Social Sciences/Management at UQ at 39th in the world, and Humanities at 50th in the world. This data can be accessed at: http://www.topuniversities.com/faculty-rankings.

More information about the Faculty can be accessed at http://www.hass.uq.edu.au/.

The School of Languages and Cultures is one of the largest Schools of language instruction in Australia with over 45 academic staff.
The School teaches Chinese, French, German, Indonesian, Japanese, Korean, Russian and Spanish, as well as Linguistics and Applied Linguistics, to students in the Bachelor of Arts, Bachelor of International Studies, the university-wide concurrent Diploma in Languages, the Diploma of Arts, and dual degree programs. At postgraduate level the School offers two NAATI-accredited Masters programs in Translation and Interpreting (one in Japanese and one in Chinese) and a large Masters program in Applied Linguistics. Staff research and supervise PhD students in a diverse range of fields relating to languages and cultures.

Details of the research interests of academic staff may be accessed on the school’s web site at https://languages-cultures.uq.edu.au/ or http://researchers.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

As an experienced practitioner from the local translating and interpreting industry, this position will lead the development and implementation of a new work placement scheme for undergraduate students undertaking courses in translating and interpreting – specifically LTCS3002 Translating and Interpreting Studies which is a School-wide course that discusses translating and interpreting as a professional practice for students who aspire to the career, or are interested in the meanings and functions of translating and interpreting in society.

Duties

Duties and responsibilities include, but are not limited to:

Teaching and Learning

• Create, implement and manage a new work placement scheme in the translating and interpreting industry for undergraduate students.

• Provide strategic advice to academic and curriculum design staff to integrate these placements into the curriculum of an undergraduate course in Translating and Interpreting Studies, and to enhance the course design through a greater focus on employability.

• Co-teach an undergraduate course in Translating and Interpreting Studies for students of a variety of languages, providing insights into the industry, its client bases, its economics, and the day-to-day application of professional ethics.

Scholarship of Teaching and Learning

• Evaluate the impact of industry placements on student learning and employability to continuously improve the placement scheme.

• Maintain knowledge of current practices and future opportunities in translation and interpreting across the sector and communicate this knowledge to students and staff.
• Lead formal presentations to local translating and interpreting industry partners and academic staff at forums such as the 2019 Annual School of Languages and Cultures Translating & Interpreting Forum.

**Service and Engagement**

• Leverage, develop and sustain networks with current practitioners in the local translating and interpreting industry

**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 of Studies, School of Languages and Cultures.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree in a field of study relevant to translation and interpreting with at least 4 years subsequent experience, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience of working in the local translation/interpreting industry, including evidence of a network of relevant industry contacts.
- Demonstrated experience in facilitating adult learning, including knowledge of current teaching methodologies, curriculum design and assessment practices.
- Understanding of the ethics of the translating and interpreting profession, as well as knowledge of practical issues encountered by practitioners.
- Ability to exercise initiative and judgement, willingness to accept responsibility, ability to work independently and to adopt a flexible approach to work.
- Superior level communication and interpersonal skills.
- Ability to work in a culturally diverse environment.

Desirable

- Postgraduate qualification in a field of study relevant to translation and interpreting.
- Experience in teaching, preferably in a university setting.
- Grasp of theoretical aspects of translating and interpreting.
- Proficiency in the use of technology.
- Knowledge of University academic policies and procedures.

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.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.