POSITION DESCRIPTION

Position Title: Project Stream Coordinator, Program Architecture Project
Organisation Unit: Office of the Deputy Vice-Chancellor (Academic)
Position Number: 3042292
Type of Employment: Full time, fixed term until December 2018
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.

GOVERNANCE

The University is governed by a 22-member Senate representing University and community interests. Senate is led by a Chancellor and Deputy Chancellor. The Senate has delegated to the Vice-Chancellor many of its powers under the University of Queensland Act 1998 to appoint staff, manage and control University affairs and property, and manage and control finances. www.uq.edu.au/about/governance

UQ’S STRATEGIC PLAN 2018–2021

The University of Queensland positively influences society by engaging in the pursuit of excellence through 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.

Transforming students into game-changing graduates through excellent teaching, support, and exposure to world-leading research is a focus of the new UQ’s Strategic Plan 2018–2021. The world is changing at a breakneck pace, and it is vital that we prepare our students to not only adapt to this change, but also to make a positive impact on society and collectively build a beneficial global legacy. Evidence-based knowledge, the ability to work collaboratively to solve complex problems, and a passion for innovation will be essential attributes for our students, regardless of the exact future shape of society. UQ’s Strategic Plan 2018–2021 focuses on graduate employability, collaboration and diversity and inclusivity.

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 Office of the Deputy Vice-Chancellor (Academic) is currently engaged in a number of large, complex, and important projects which have a university wide impact and are at different levels of maturation. The projects include infrastructure, new models of service delivery, digitisation, policy review and curriculum redesign.

We are seeking a Senior Professional Staff member who has extensive experience across programs, courses, and policies and procedures to provide coordination of a stream of work within the Program Architecture Project. The focus of the project is on improving the student experience through a streamlined, sustainable portfolio of programs and courses underpinned by a set of rules and policies that are enabling, consistent and transparent. The Project Stream Coordinator will manage competing deadlines by providing coordination of various pieces of work as they apply to the project in a compressed period of time.
Term of Appointment

This is a fixed term full-time appointment from July to December 2018 with the possibility for extension.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinate work to achieve project objectives and ensure deadlines are met
- Liaise with external consultants to deliver project outcomes
- Organise and participate in workshops and focus groups to inform the project
- Review outputs and validate findings with multiple stakeholders, both academic and professional staff
- Ensure appropriate governance is in place including working groups, terms of reference and other project documentation
- Act as a contact point and provide general advice to the Project team
- Coordinate stakeholder consultation and communications with academic and professional staff
- Prepare briefing papers and reports for various groups/committees as they relate to the project
- Liaise with Planning and Business Intelligence regarding data requirements including identifying data sources and undertaking high level analysis
- Other activities in support of the project as determined.

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 Senior Manager, Academic Projects within the Office of the Deputy Vice-Chancellor (Academic). The key business relationships will be with the members of the Project Team, Governance Committees, external consultants and external stakeholders.
SELECTION CRITERIA

Essential

- A post-graduate degree with at least four years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training
- Demonstrated experience in the development, critical analysis and application of policies and procedures in a tertiary environment
- Project coordination experience and skills with complex projects including monitoring, documenting and reporting progress
- Demonstrated experience in change management practices and the ability to influence outcomes
- Demonstrated high level oral and written communication skills including the ability to prepare complex documents
- Demonstrated ability to interpret and undertake data analysis, interpretation to monitor and evaluate programs and projects
- Excellent time management skills with the ability to manage competing priorities while still meeting deadlines, maintaining attention to detail and accuracy
- Strong interpersonal skills, including the ability to work both collaboratively with colleagues and other internal and external stakeholders, as well as work autonomously to complete tasks as required

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.