POSITION DESCRIPTION

Position Title: Senior Placement Officer
Organisation Unit: Student Academic Administration – Faculty of Science
Position Number: New
Type of Employment: Fixed Term until Dec 2020
Classification: HSE 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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 Faculty of Science unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, mathematics and physics, planning, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ is ranked among Australia’s top three research universities for the impact of its ground-breaking projects, addressing today’s global challenges of sustainable energy production, feeding a growing world population, maintaining health and well-being, and managing the impact of climate change on our environment. The units within the Faculty of Science are internationally recognised and their teaching and research successes create a stimulating environment within which the Faculty staff work.

The Faculty is managed by the Executive Dean, who has direct responsibility for the physical, financial and human resources, academic matters relating to programs and students, and a range of other areas such as the development of research, national and international marketing, and enhanced government, business and community links.

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 primary purpose of this position is to operationalise the placement processes within the Faculty of Science under the direction of the Governance Support Coordinator. The Senior Placement Officer provides leadership and support to professional staff in Schools, which coordinates activities associated with placement processes affecting the Faculty’s students and Schools ensuring compliance with all university and program requirements.

Duties

Duties and responsibilities include, but are not limited to:

Placement Administration:

- Provide timely and accurate information, advice and support to students, staff and stakeholders within the University policies and procedures framework, Faculty guidelines and relevant legislation;
- Support School based staff to co-ordinate all placements across the Faculty;
- Identify, monitor, report on and escalate risks and issues as appropriate, including thorough investigation of issues, and drafting advice and recommendations;
• Support School based staff to ensure placement diversity and resources are available to meet program obligations, and assist school staff to resolve complex enquiries including partnership obligations;

• Coordinate the review of procedures and processes, ensuring they are fit for purpose to maximise efficiency, recommend improvements where identified and implementing agreed change;

• Collaborate and liaise with other Faculties, Schools, Central Administration and external stakeholders/industry partners on placement related matters;

• Review the accuracy of information in University databases, websites and publications, including study guides, faculty website, UQ Answers and information sheets;

• Provide secretarial support at meetings, committees and working parties as required;

• Prepare, analyse and interpret reports from information management systems;

• Provide on-site support to School based professional staff teams as required;

• Any other duties as reasonably directed by your supervisor.

Location and Travel

• The Faculty of Science is based at the St Lucia & Gatton campuses, some travel between campuses and other locations may be required.

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 Governance Support Coordinator within the Faculty of Science.
SELECTION CRITERIA

- Strong understanding of placements and work integrated learning in a university environment.
- Completion of an undergraduate degree with subsequent relevant experience in student administration, or an equivalent combination of relevant experience and education/training
- High level interpersonal, verbal and written communications skills, including the ability to effectively establish and maintain key stakeholder relationships
- Demonstrated ability to provide excellent customer service to a variety of clients
- Proven ability to work independently and collaboratively, manage time effectively and meet deadlines
- High level of computer proficiency in Microsoft applications and corporate systems including student information systems such as InPlace, SI-net or similar administrative programs
- Demonstrated ability to develop high quality reports, review and maintain procedures, with accuracy and attention to detail.
- Previous tertiary student and academic administration experience is desirable.
- Significant experience using software packages, such as InPlace, Business Objects, SI-net, StudentHub or the ability to rapidly acquire such knowledge is highly desirable.

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 recruitment@uq.edu.au