**POSITION DESCRIPTION**

**Position Title:** Faculty Executive Manager  
**Organisation Unit:** Faculty of Science  
**Position Number:** 1255763  
**Type of Employment:** Full time, fixed term for 4 months (April to July 2019)  
**Classification:** Hew Level 10

**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.

Organisational Environment

The Faculty of Science is recognised as a powerhouse for some of the world's leading scientists, teachers, science programs and commercial outcomes. The Faculty is one of the largest Science groupings in Australia, with approximately 1100 (equivalent full-time) staff, and about 7500 (equivalent full-time) students.

Throughout its Schools and Centres, the Faculty unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ researchers and graduates are working on a wide range of groundbreaking projects from the molecular characterisation of drug resistant bacteria that affect piglets through to finding better treatments for illness and rehabilitation of the environment.

Information about the Faculty may be accessed on the Faculty's web site: http://www.science.uq.edu.au/

Diversity and Inclusion

The Faculty recognizes and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

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 Faculty Executive Manager (FEM) is a key leadership role in the Faculty and the most senior non-academic post. It contributes significantly to the strategic and operational management of the Faculty of Science and to service design and delivery within the broader UQ professional services operating environment.

The role is responsible for overseeing the management of staff, budget, plans and processes to deliver operational services to the Faculty to ensure it meets its academic, research, clinical, teaching and learning outcomes.

In particular, the Faculty Executive Manager will be the liaison between the Faculty and UQ professional service functions within the Chancellery portfolios (DVC(A), DVC(EE), DVC(R) and COO). The Faculty Executive Manager leads the integration of all professional services to staff and students in schools and centres of the Faculty of Science.

Duties

Duties and responsibilities include, but are not limited to:

Strategy

- Contribute to the formulation of university-wide plans and support the contributions of the Executive Dean, Associate Deans and Heads of Schools with strategic advice.
- Make a significant contribution to the formulation of the Faculty strategic plan and support the Executive Dean, Associate Deans and Heads of Schools with strategic advice.
- As part of the Faculty Executive, assist Associate Deans and Heads of Schools to operationalise the University and Faculty strategic and operational plans, including the development of objectives, targets, and KPIs.
- Operationalise the University and Faculty strategic plans for the professional service areas for which the role is accountable.
- Support the Executive Dean to communicate and implement the University and Faculty strategy to staff, students and key external stakeholders. In particular, raising and maintaining the profile of the Faculty of Science within UQ and its external stakeholders.
- Advise the Executive Dean and Heads of Schools on enabling organisational structures which facilitate the implementation of strategy.
- Undertake strategic projects for the Executive Dean which may involve complex matters and rapid turnaround. The realisation of benefits is over the medium- and long-term.

Leadership

- Work in a One-UQ manner to ensure that Faculty and UQ, design and deliver a seamless experience for staff, students, industry and other external stakeholders.
- Benchmark and build collaborative relationships which bring strategic focus to the Faculty of Science and UQ, in particular with regard to peer general managers and central directors.
- Maintain effective working relationships with leadership communities in schools and centres within the Faculty of Science, and chancellery professional services portfolio.
• Build a faculty professional staff culture consistent with the UQ Values and Code of Conduct which has associated plans and events, working with HR to develop training, focussing on communities of practice, career development and performance management.

• Chair, organise and/or participate in the Faculty’s main committees, and participate in university-level committees.

• Champion measures to build and sustain equality, diversity and inclusion.

• Lead direct and dual reports by ensuring KPIs, goals, feedback on progress and career development plans are in place.

• Partner with peers in UQ professional service functions within the Chancellery portfolios (DVC(A), DVC(EE), DVC(R) and COO) to provide input into their KPIs, and feedback on individuals who are embedded to the Faculty of Science.

Operational Management
• Formulate and oversee the Faculty’s annual Operating Budget and load planning, including three-year forward projections of Faculty income and expenditure, in consultation with the Faculty Finance Manager.

• Advise the Executive Dean on strategies that affect the medium and long-term financial sustainability of the Faculty of Science, in particular opportunities to diversify income.

• Space planning and infrastructure management across multiple buildings, and multiple sites of the Faculty

• Ensure that the statutes, regulations and professional standards unique to the Faculty of Science Community are well understood and incorporated in professional development and operational planning activities.

• Ensure safe working environment through identification and prioritization of investment in actions which protect health and well-being of staff, students and visitors.

Management Assurance
• Provide the management assurance (monitoring and review) to the Executive Dean that current and emerging risks are being managed through effective general management controls within each of the units of the Faculty of Science.

• Inform head of enabling functions/ chancellery professional service directors on the effectiveness of their policies and procedures.

• Lead the Faculty of Science liaison with Internal Audit, ensuring an appropriate schedule of review and follow up on actions.

• Ensure that statutes, regulations and standards unique to the Faculty of Science context are identified and appropriate compliance processes are in place.

• Ensure the responsible use of resources through appropriate management controls.

• Advise the Executive Dean, Heads of Schools and Directors of Centres on major internal or external policy changes and their implications for the Faculty, School and/or Centre including the identification, management and mitigation of risk.
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 Executive Dean, Faculty of Science.

The position holds Band 5 Financial Delegation and Level 4 Human Resources Authorisation.

SELECTION CRITERIA

- Postgraduate qualifications in business administration or a relevant area with substantial experience in highly effective leadership and management roles or an equivalent combination of relevant experience and education/training.
- Extensive experience in and a thorough understanding of the workings of tertiary institutions, academic institutions and the higher education sector at a management level including funding, teaching and learning outcomes and quality issues.
- Experience in the areas of organisational design, strategic workforce planning and change management practices and a proven history and continued interest in remaining current on organisational development and change management tools, techniques, strategies and practices in order to provide effective and efficient consultative advice to multiple stakeholders.
- Experience in budget planning and implementation.
- Communication, influencing and negotiating skills with demonstrated experience engaging effectively with stakeholders in a complex environment.
- A passion for mentoring, coaching and training staff to build a high performance team with a culture of continuous improvement and forward thinking.
- An awareness and understanding of the culture and challenges facing a global university with ambitions to be consistently placed in the top 50 of the world’s universities.

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 (insert details of HR contact assisting with recruitment).