POSITION DESCRIPTION

Position Title: Manager, Intelligence and Engagement
Organisation Unit: Global Engagement & Entrepreneurship
Position Number: 3027211
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). 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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

Global Engagement and Entrepreneurship (GE&E) reports directly to the Pro-Vice-Chancellor (Global Engagement and Entrepreneurship). GE&E is responsible for the development and implementation of the University’s Global Strategy, and enhances the reputation of UQ as a leading global university through the management of international partnerships, programs and projects. The division provides expert support and advice to stakeholders with the aim of identifying and prioritising opportunities that will showcase and extend UQ’s research, teaching and learning, and engagement activities.

Core responsibilities:

- Collaborating with key stakeholders to develop innovative engagement strategies and programmes to deliver against the University’s global strategic objectives and ensure high levels of return on investment
- Provide leadership, country-specific guidance and intelligence to support UQ’s internationalisation and global engagement activities.
- Encourage the exchange and dissemination of information about international activities, relations and issues across the University.
- Promote the quality and depth of the University’s research and teaching capabilities through coordination of senior executive missions and incoming visits from current and potential partners.
- Manage UQ’s relationship with scholarship bodies and provide administrative oversight and support for sponsored students.
- Manage UQ’s international and entrepreneurship-related relationships, and support the identification and establishment of new mutually-beneficial partnerships and strategic initiatives.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

This position provides high-level marketing and communication support, engagement reports, and analytical data to aid the development and delivery of UQ’s global and entrepreneurial strategies. The position ensures UQ’s international engagement and entrepreneurial activities are measured and communicated internally, predominantly through briefing materials, and speeches and presentations. It also works to promote UQ’s strengths and synergies with international and entrepreneurial collaborators to the broader community through a variety of print and digital channels. In addition to managing data and communication, the role provides high-level management of visits and events, and assists in coordinating Senior Executive Missions and a range of off-shore and on-shore events.
Duties

Duties and responsibilities include, but are not limited to:

Program promotion, briefs and reporting
- Oversee the development of comprehensive briefing materials to support senior executive meetings and international engagement activities.
- Manage the development and delivery of external communication that showcases the impact of UQ's engagement globally and with strategic partners. This includes management of GE&E and Ventures websites, email campaigns, event marketing and promotion, speeches and presentations, and capability statements/brochures.
- Manage the development and delivery of internal communication to support GE&E initiatives and events, and to encourage collaboration across research and teaching and learning.
- Support units across GE&E with the development of capacity statements, partnership plans, program proposals and other collateral to extend UQ's engagement reach.

Intelligence
- Provide data, analyses and reporting to support the development of partnership strategies and briefing materials, and as required for external and internal communication.
- Project manage the University's international engagement frameworks (Country Engagement Framework and Partner Engagement Framework) and associated datasets.

Visits and Events
- Oversee the GE&E International Visits and Events team, assisting in the management of events and Senior Executive missions.

Staff Management
- Manage and prioritise the workload of the Engagement and Intelligence team.

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 Pro-Vice-Chancellor (Global Engagement and Entrepreneurship) and supervises the Intelligence and Engagement team, consisting of International Visits and Events Head; Research and Engagement Coordinator; Data Analyst, Global Projects; Content Development Officer; Marketing and Communications Coordinator; Senior International Visits and Events Officer; International Visits and Events Officer; and Engagement Officer.
SELECTION CRITERIA

- A postgraduate degree (or progress towards a postgraduate qualification) and extensive relevant experience. Qualifications in professional communication is preferred, or an equivalent combination of relevant experience and/or training in international relations, university-level events, or business development within the context of international higher education.

- Demonstrated skills in professional writing, editing and publishing, with experience in a corporate communication environment.

- Experience in the development and implementation of communication/engagement campaigns, including the coordination of marketing collateral and events logistics.

- Demonstrated ability to analyse and communicate complex data, with experience in presenting results, interpreting trends, and data visualisation.

- Highly developed interpersonal skills including demonstrated capacity to lead and manage a team in a deadline-driven environment, and to liaise with a wide range of staff and stakeholders.

- Excellent planning and organisational skills, including a demonstrated ability to multi-task, establish work priorities, meet timelines, and maintain attention to detail.

- High-level computer competency, including the ability to use data warehousing and visualisation software (such as SAP Business Objects); the Microsoft Office Suite (particularly Office, Excel and Powerpoint); and the Adobe Creative Suite (particularly InDesign and Illustrator).

- Experience in the higher education sector, ideally within international education and/or entrepreneurship is desirable, as is experience using Drupal, WordPress or similar content management systems.

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 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.