POSITION DESCRIPTION

Position Title: Development Coordinator
Organisation Unit: ICTE-UQ
Position Number: 3032043
Type of Employment: Full time, Fixed-term
Classification: HEW 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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

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 Australian Teaching and Learning Council Awards for Teaching Excellence 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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 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.

Organisational Environment

The Institute of Continuing & TESOL Education (ICTE-UQ) was formally established in January 1996, through the amalgamation of the University of Queensland's TESOL and Continuing Education divisions, which commenced in 1981 and 1983 respectively. The Institute has gained considerable recognition and acknowledgement in the fields of TESOL and Continuing Education both in international and national contexts since the mid/late 1980s. ICTE-UQ is responsible for the development and delivery of a wide range of general, academic, bridging and special purpose English language training courses, English teacher training/professional development courses, and provision of English test administration services. Continuing Education activities provide an extensive and comprehensive range of offerings for international clients and participants in the following streams: customised professional, academic and study abroad programs, industry training and study tours. The Institute also provides and manages a range of program-related services and student/participant support services, e.g. airport reception, homestay accommodation placement, extra-curricular and leisure/cultural activities.

ICTE-UQ's international development arm, UQ International Development (UQID) is one of the leading university development groups in the Asia-Pacific region. It provides technical advisory services and short course training programs for multilateral donor agencies and government aid organisations in the Asia Pacific and Africa. Since its inception in 1994 as the development consulting arm of UQ, UQID has managed more than 500 development assistance projects and activities for the Department of Foreign Affairs and Trade (DFAT), Asian Development Bank, World Bank, private sector clients and United Nations agencies. UQID is one of the most experienced suppliers of training packages for DFAT’s regional Australia Awards short course programs designed to enhance knowledge, skills and bilateral linkages between Australia and target nations around the world. UQID maintains specialist project and financial management oversight of development programs. We act as the gateway into the research expertise and teaching excellence of UQ's Schools and Research Centres to maximise development outcomes.

Information about the Institute may be accessed on the Institute’s website at www.icte.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

The primary purpose of this position is to coordinate international development training and capacity building activities within UQID. This includes responsibility for administration; financial management; engagement and liaison with relevant stakeholders; and reporting on activity outcomes.

The position requires the ability to travel and work non-standard hours, when work demands dictate.

Duties

Duties and responsibilities include, but are not limited to:

Project Coordination – 65%

- From our base at UQID, coordinate the delivery of international development training activities in Australia and in developing countries with government, civil society, NGOs, and industry stakeholders.
- Be responsible for arranging international and domestic travel.
- Coordinate events, meetings and other activities.
- Coordinate development activities with support from Project Directors/Managers
- Provide support to Project Directors/Managers overseeing contract implementation
- Provide logistical and administrative support to UQ academics and other consultants delivering training and other activities, including supporting in-country delivery.
- Establish and maintain good working relationships with internal and external stakeholders.
- Represent UQID at events/meetings, both locally and internationally, as appropriate.
- Coordinate project reporting and monitoring and evaluation to meet client requirements
- Interact cross-culturally with a range of clients and stakeholders and act as main point of contact for training participants.
- Be proactive in resolving logistical issues around training delivery and welfare support.
- Periodically be on call to respond to 24-hour welfare phone for training participants
- Train and supervise casual support staff as required.
- Review and evaluate activities as required
- Contribute to UQID’s Strategic Plan
- Other duties as instructed by the Manager

Financial Management Reporting – 25%

- Be responsible for management of activity budgets, monitoring revenue and expenditure ensuring compliance with contractual agreements, ensuring invoices are raised to clients in a timely manner
- Act as budget holder on allocated projects
• Exercise financial delegation up to $20,000
• Prepare financial reports, for approval by the Manager to be sent to clients.
• Ensure client reporting is completed in a timely and accurate manner.

**Business Development – 10%**

• Contribute to tendering activities as required
• Contribute to tracking of business opportunities as required

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• 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

• all staff are expected to treat students and participants, including young learners, with respect and understanding and addressing their concerns at all times and must be familiar with ICTE-UQ’s child and youth policies which support the safety and wellbeing of children and young people in our care.

**Organisational Relationships**

The position reports to the Manager, International Development.

**SELECTION CRITERIA**

**Essential**

• An undergraduate degree with relevant experience in international development, adult education, or a related field; or an equivalent combination of relevant experience and/or education

• Experience working in support of training programs, project management or related capacity in logistics

• Demonstrated experience using MS Office particularly Excel, Word, Outlook and PowerPoint

• Excellent grasp of the English language and a high level of proficiency in Microsoft Word and document presentation skills

• Possess skills necessary for effective negotiation and conflict resolution

• Demonstrated ability to work under pressure and accommodate conflicting priorities with flexibility
• Proven experience and ability to work in a multicultural and diverse environment
• Basic knowledge of project monitoring and evaluation
• Ability to work effectively, both in a team environment and independently
• High-level interpersonal and communication skills
• High-level attention to detail, problem solving skills and ability to see a task through to completion
• Possess a high degree of diplomacy, ethics, tact and sensitivity.
• Demonstrated ability to accept responsibility, work in an autonomous manner and demonstrate initiative.

The University of Queensland is committed to equity, diversity and inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au