POSITION DESCRIPTION

Position Title: Senior Operations Manager
Organisation Unit: School of Economics
Position Number: TBC
Type of Employment: Full Time, Continuing
Classification: HEW Level 8

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

UQ’s School of Economics is a leading provider of economics education in Australia, with a strong reputation for research and teaching worldwide.

Located on the St Lucia campus as part of the Faculty of Business, Economics and Law, the School is home to more than 1800 domestic and international students, 17 professional staff and 70 active teaching and research staff. Its accomplished scholars claim a large share of Australia’s economics honours, national teaching awards, competitive research grants, fellowships, publications and media coverage.

The School of Economics is consistently ranked in the top five per cent of economics research institutions internationally. It is among the leading economics research departments in Australia, with all research ranked as well above or above world standard by the 2015 ERA assessment. The School also has an established research centre and an active seminar and visitor program, providing exposure to researchers from around the world.

The School’s high-quality teaching programs benefit significantly from its research across economic theory, econometrics and applied economics. Students have access to Australia’s largest range of undergraduate economics courses as well as several master’s programs, many of which include an interdisciplinary focus. Courses and programs are designed to give students the knowledge and skills they need to secure successful careers in an increasingly connected and competitive world. This challenging academic environment attracts the top economics students from around Australia and internationally.

A new Head of School joined in October 2018 and the School is in the process of developing a new strategy.

To learn more about the School of Economics, please visit https://economics.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 role is to provide high-level managerial, strategic planning and operational support to the School Manager and the Head of School.
Duties

Duties and responsibilities include, but are not limited to:

1. Coordinate and support the development and implementation of strategic and operational plans for the School, both in relation to long term aspirations and in relation to short term requirements.

2. Collect information, produce data and provide reports for the purpose of monitoring the School’s KPIs.

3. Support an effective client-focused team of administrative professionals through appropriate planning to ensure resources are deployed effectively to respond to new and changing priorities.

4. Coordinate and manage the recruitment function including the School’s academic hiring plan; working with the University’s HR Recruitment function.

5. Facilitate the establishment, management and reconciliation of the School’s financial resources and contribute to the annual budget setting process in consultation with the School Manager, Head of School and University’s Finance function.

6. Under the direction of the Head of School and in close liaison with the Operations Officer and the Faculty team as appropriate, lead on projects and policies related to the management of the School’s physical and virtual infrastructures, in line with the School’s requirements and the Faculty and University’s overarching plan and priorities.

7. Working in close relationship with School, Faculty and University teams as appropriate, support the administration of School-based scholarship schemes as required.

8. Working in close relationship with School, Faculty and University teams as appropriate, support the organisation of School institutional travel.

9. Deputise for the School Manager when 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 School Manager. The incumbent directly supervises two professional staff.
SELECTION CRITERIA

**Essential**

1. Postgraduate qualifications in a related discipline with experience at a management level in providing strategic and operational support to executive leadership teams; or an equivalent combination of relevant experience and client-focused delivery at the senior level.

2. Sound knowledge of the University’s policies and procedures and a broad understanding of corporate systems or a capacity to rapidly gain such knowledge.

3. Experience in project management including prioritizing associated activities in order to achieve milestones and deadlines.

4. Ability to utilize spreadsheet and reporting tools for the purpose of collecting and monitoring outcomes, and to summarize information in to report format.

5. Ability to review, develop and implement process, procedures and programs that will ensure the increased operational efficiency.

6. Demonstrated superior stakeholder engagement and relationship management capability, complemented by highly developed communication and interpersonal skills.

7. Proven ability to contribute to the effective and efficient management of infrastructure resources including space allocation.

8. Commitment to upholding the University’s values, and with the outstanding personal qualities of openness, respectfulness and integrity.

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 Services (recruitment@uq.edu.au).**