## POSITION DESCRIPTION

**Position Title:** Senior Administration Officer, Academic Policy and Programs  
**Organisation Unit:** Academic Policy and Programs, Student and Academic Administration Directorate  
**Position Number:** 1313553  
**Type of Employment:** Fixed-term, full-time  
**Classification:** Hew 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 **Academic Services Division** has primary responsibility for the delivery of student and academic focused administrative functions and contributes to student-related policy development. The Division is led by the Academic Registrar and provides quality administrative and professional services in support of the University’s academic activities.

Sections within ASD include:

- **Academic Policy and Programs** – provides administrative support for teaching and learning activities through a range of services that support academic decision-making processes, information provision and dissemination.

- **Admissions** – administer the University’s Admission Rules for the admission of undergraduate applicants through the Queensland Tertiary Admissions Centre (QTAC), respond to prospective student enquiries concerning University programs, admissions requirements etc. and are involved in the production of the QTAC Guide and Entry Options.

- **Examinations** – manage all aspects of the centrally coordinated examinations process and contribute to the development of assessment policy.

- **Student Centres** – Student Centres are located on the St Lucia, Gatton and Herston campuses and provide advice on student enquiries across a broad range of University activities.

- **Student Fees and Scholarships** – provides a centralised student fee and scholarship service, including administration of approved student fees and the University’s Senate approved financial awards (scholarships, bursaries and prizes) and provision of student fees and scholarships advice to clients and for policies, systems and publications.

- **Student Complaints and Grievance Resolution** – provides coordination and support for the University’s grievance, appeal and misconduct processes.

- **Student Progression** – coordinate conferrals and graduation ceremonies; manage the process for academically at-risk students in accordance with the Enrolment and Academic Progression rules; provide advice and support for student enrolment.

- **Teaching Space Management** – provides administrative support for the effective management of centrally controlled teaching facilities and coordinates the production and publication of the class timetable.

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](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

The Senior Administration Officer in the Academic Policy and Programs team will provide high-level administrative services to support the development and approval of academic policy and programs at UQ. Responsibilities of the successful applicant will include supervising staff, assigning tasks, and identifying staff development needs.

Duties

Duties and responsibilities include, but are not limited to:

Academic Policy

- Overseeing planning and completion of tasks and projects, including management and maintenance and review of academic policies, procedures and guidelines in the Policy and Procedures Library (PPL)
- Investigating and providing advice on new and revised policies and procedures, and ensuring consistency and accuracy of PPL content
- Providing academic policy development and approval advice and support to executive committee chairs and members, as well as to faculties and schools

Academic program management

- Overseeing and monitoring the approval workflow of academic program proposals
- Liaising with faculties and schools to provide advice and investigating solutions in relation to academic program planning and approval
- Overseeing and managing program configuration within SI-net for the programs and plans
- Liaising with the Planning and Business Intelligence office and the Student Fees Unit on matters related to program and plan approvals and various reporting requirements, as necessary
- Providing oversight and management for publishing program updates on the Program Bulletin SharePoint site, including managing academic calendar variation requests
- Collaborating with faculties on proposed revisions to program rules and the development of rules for new programs, and overseeing publication of approved program rules
- Collating and submitting CRICOS applications through the TESQA portal for new university programs, and co-ordinating updates of the PRISMS database as necessary
- Providing advice, problem solving and project management in relation to program and plan enquiries from faculties and schools

Secretariat support

- Providing secretariat and other administrative support for central University committees and working parties, including but not limited to: research, briefing papers, drafting agendas, minutes, reports and correspondence
- Managing the provision of accurate and comprehensive advice to the university community on the activities of the Academic Board and its sub-committees. Central committees currently supported by APP are:
• Providing oversight and management of the Academic Board website and associated SharePoint site in association with the relevant Secretary and Committee Chair

Reviews of Schools, Institutes and University Centres

• Overseeing activities associated with the management of cyclical reviews of Schools, Institutes and University Centres
• Providing advice on University policies and procedures relating to the conduct of reviews

General

• Providing leadership, support and advice to APP team Administrative Officers
• Undertaking other duties as required by the Manager, Academic Policy and Programs

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 Manager, Academic Policy and Programs

**SELECTION CRITERIA**

**Essential**

• A degree with at least four years of subsequent relevant experience; or an equivalent combination of relevant experience and education/training.
• High-level organisational and administrative skills and an ability to work with limited direction, and to exercise initiative, discretion and sound judgement.
• An excellent track record in working with and leading a team.
• Demonstrated experience in providing secretariat support and advice to University committees.
• Excellent written and oral communication skills, with the ability to communicate, consult and negotiate with staff members at all levels of the organisation.
• Demonstrated high level of computer literacy including the ability to use word processing, database systems.
• Demonstrated administrative experience in a higher education institution
• Ability to exercise discretion and maintain confidentiality.

Desirable

• Knowledge of academic governance in a university environment
• Knowledge of the Australian University context and operating environment including compliance requirements for Australian 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).