

POSITION DESCRIPTION

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| Position Title: | Change and Training Coordinator |
| Organisation Unit: | Office of the Deputy Vice-Chancellor (Research) |
| Position Number: | |
| Type of Employment: | Fixed term, full-time |
| Classification: | HEW Level 7 |

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

The Office of the Deputy Vice-Chancellor (Research)

The Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for enhancing the University's performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. This includes the strategic management of research at an institutional level; development of research policy; management of research strategic initiatives, and development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University's Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management; research higher degree management; and research ethics and integrity.

Further information is available at: <http://www.uq.edu.au/research>

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

The primary purpose of this position is to develop and implement training programs, workshops and associated resources to educate and inform relevant stakeholders within the UQ research community to ensure effective use and uptake of services and systems being delivered by the Research Management Business Transformation Program and the Office of the Deputy Vice-Chancellor (Research) at UQ.

Duties

Duties and responsibilities include, but are not limited to:

The Change and Training Coordinator has a key role in collaborating with other members of the Research Management Business Transformation Team. Duties and responsibilities include, but are not limited to:

- Development of training resources, tip sheets and user guides, and other resources to enable the effective uptake of services and systems being delivered by projects within the Research Management Business Transformation Program
- Development of change management workflows as requested by the Change and Communications Manager
- Development of workshops, including presentation slide packs for stakeholders
- Participating in co facilitation of training and information sessions across all UQ campuses as required, including the coordination of venue availability, IT resources and other resources as required
- Coordinate and support all media development for communications
- Promotion of, and participation in, engagement activity with project managers, stakeholders and team colleagues
- Liaison with stakeholders including coordinating and scheduling activities
- Coordinating development of training schedules as required by project timelines
- Developing web data analytics

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 Research Management Business Transformation Program Manager.

SELECTION CRITERIA

Essential

- Degree with at least four (4) years subsequent relevant experience OR an equivalent combination of relevant experience and/or education/training.
- Demonstrated excellent written and oral communication skills, including the ability to present information to an audience for training and professional development purposes.
- Excellent time management skills with the ability to manage competing priorities while still meeting deadlines, maintaining attention to detail and accuracy
- Proven ability and willingness to manage complex workflows and interpret project data
- Proven experience in developing, coordinating and implementing training programs in a large complex organisation.
- Strong interpersonal skills with the ability to work both collaboratively with colleagues and other internal and external stakeholders, as well as work autonomously to complete tasks as required
- Experience in the use of a wide range of computer applications (particularly the Microsoft suite, including PowerPoint, and web content management software). Articulate 360 would be an advantage.

Desirable

- Experience with delivering people side of change
- Experience working in similar projects in the Higher Education Sector.

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.