POSITION DESCRIPTION

Position Title: International Visits & Events Officer
Organisation Unit: Global Engagement & Entrepreneurship
Position Number: 3002916
Type of Employment: Full-time, fixed term
Classification: HEW Level 5

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 Global Strategy is embedded in the UQ Strategic Plan across discovery, engagement and learning. Our successful global profile is the result of forging strategic partnerships with people and organisations across industry, government, sponsorship, philanthropy, alumni, higher education and research. In support of the University’s Global Strategy, the major functions of UQ International are:

- Identification and development of strategic international initiatives;
- Developing and managing key global engagement priorities;
- International marketing and promotion, including student recruitment; and
- International student admissions.

UQ Global Engagement 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 office builds and maintains a network of strategic international relationships and collaborations and provides expert support and advice to stakeholders, with the aim of identifying and prioritizing opportunities that will showcase and extend UQ’s research, teaching and learning, and engagement activities.

Information about the UQ Global Engagement may be accessed on the web site at https://global-engagement.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 International Visits and Events Officer is responsible for the coordination and delivery of international visit activities and key onshore engagement events at The University of Queensland. The position works in collaboration with other divisions across the University with a focus on supporting UQ’s international partnership efforts.
Duties

Duties and responsibilities include, but are not limited to:

Visits & Events
- Investigate and research into visiting delegations to determine the requirements and consult with staff at UQ to develop appropriate programs for both the delegation and UQ.
- Manage correspondence with internal and external stakeholders.
- Arrange all logistics associated with visits including catering, transport, accommodation.
- Conduct campus tours and accompany delegates during their visit.
- Maintain accurate records of international visits.
- Prepare reports on visit activities for the Manager, International Visits and Events and Director, Global Engagement and Enterprise as required.
- Develop and distribute the Weekly Visits & Events Report to internal UQ stakeholders.
- Assist with the organisation and delivery of key global engagement events, including the Latin American Colloquium, sponsored student events, Global Engagement information sessions, presentations by international visitors etc.
- Book, negotiate and supervise suppliers/contractors and maintain effective working relationships.
- Other duties as required including acting in a higher capacity when required.

Administration
- Provide meeting support such as meeting coordination, preparation of agendas, PowerPoint presentations, minutes and follow-up actions
- Coordination and ordering of gifts, signage, merchandise as required
- Assist in the maintenance of records, filing, archiving and document tracking systems
- Point of contact for enquiries and correspondence and providing appropriate responses and referrals
- Provide assistance with online content management for website
- Other duties, consistent with the level of appointment in the job family concerned, as directed by the Manager, International Visits and Events or Director Global Engagement and Enterprise
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
This position reports to the Senior International Visits & Events Officer and has no direct reports.
SELECTION CRITERIA

Essential

- A completed undergraduate degree level qualification in marketing, event management or business administration, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in the coordination of a range of events, including budgets, income and expenditure, demonstrating effective organisational and planning skills including excellent attention to detail and the ability to use initiative.
- Excellent time management, attention to detail and the ability to coordinate and prioritise competing demands and projects under pressure.
- Demonstrated computer proficiency with Microsoft Office with a displayed knowledge of administrative procedures, systems and databases (Experience using Adobe InDesign, Drupal and Vision6 would be desirable).
- Excellent oral and written communication skills with proven experience in client liaison and an interest in communicating and interacting with people from diverse cultures.
- Experience in dignitary management and application of associated protocols and etiquette.
- Demonstrated commitment to customer service standards and excellent interpersonal skills, including the ability to liaise effectively at all levels including senior University officers, internal and external stakeholders.
- Demonstrated ability to work independently and as part of a small team and a flexible and adaptable approach to a complex and continuously changing environment.
- Ability to apply problem solving skills to find innovative solutions.
- Willingness to undertake manual tasks including loading and unloading boxes, banners and other items.
- Commitment to upholding the University’s values, and with the outstanding personal qualities of openness, respectfulness and integrity.

Desirable

- Experience in developing event related communications, including media releases, webpages and invitations
- Design skills and experience using InDesign or other design software tools.

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@uq.edu.au