POSITION DESCRIPTION

Position Title: Education Manager
Organisation Unit: Institute for Teaching and Learning Innovation (ITaLI)
Position Number: TBC
Type of Employment: Continuing
Classification: HEW Level 9

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 Institute for Teaching and Learning Innovation (ITaLI) is taking a leading role in teaching and learning, professional education and innovation. ITaLI is an integrated teaching, research and service delivery centre for teaching and learning practices at UQ. ITaLI seeks to establish and maintain a flexible operating structure to drive and support innovation and excellence for these activities.

ITaLI provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics, and aims to transform teaching and learning across the University through the delivery of faculty and executive prioritised, teaching and learning projects and services, including support to deliver UQ’s Student Strategy. ITaLI addresses critical areas of unmet need in teaching and learning by bridging the gap between the exponentially-expanding discipline of higher education teaching and the increasing complexity of teaching to assist University teaching staff and improve the learning experience of students.

Information about ITaLI may be accessed on the Institute’s web site at www.itali.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

The primary role of the Education Manager is to provide leadership to the learning designer community at the University and to support the leadership team in the Institute for Teaching and Learning Innovation (ITaLI) with strategic planning, design, implementation and evaluation of teaching and learning practices across the University.

Key Responsibilities

- Supporting the ITaLI leadership team providing strategic leadership and oversight of strategic planning, design, implementation and evaluation of new educational design projects across the University.

- Provide expert consultative support and educational advice and guidance on complex matters to academic and professional staff, in designing, developing and modifying content, curriculum and classroom instruction.

- Provide leadership in the development of a shared understanding of educational issues, methodologies and technological necessities to shape and transform educational delivery, learning and teaching outcomes.
• Build and cultivate collaborative partnerships, both internal and external to the University, to develop and tailor innovative educational design solutions.

• Provide leadership in scholarly activities that inform and enhance teaching practices, including, but not limited to:
  o the analysis and presentation of national and international teaching and learning trends;
  o expanding a network of academics involved in teaching scholarship and evidence based teaching practices; and
  o academic reflective practice through professional development and events that showcase innovative practice and approaches.

• Develop and deliver innovative and engaging seminars to University staff and partners that support the educational objectives of the University.

• Maintain knowledge of current practices and future opportunities in teaching and learning across the University and higher education sector and communicate this knowledge to the wider University community.

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 Relationship
The position reports to the Director of ITaLI and will have up to 15 direct reports

SELECTION CRITERIA

• Postgraduate qualifications and extensive relevant experience; or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training.

• Demonstrated experience and expertise in strategic leadership of planning, design, implementation and evaluation of educational programs and related technologies that have shaped and transformed teaching and learning within the higher education sector, or similar educational environments.

• Demonstrated experience and/or understanding of effectively managing workplace change programs as they relate to educational/curriculum redesign.

• Significant analytical and conceptual capability in the collection, analysis, interpretation and reporting of information to key learning and teaching stakeholders.
• Superior stakeholder engagement and relationship management capability, complemented by highly developed communication, influencing and interpersonal skills to lead discussions, collaborate and develop (academic and professional) stakeholder capability in learning and teaching initiatives.

• Evidence of outstanding communication, presentation and facilitation skills.

• Demonstrated proficiency and understanding of project management principles and skills, coupled with the ability to multitask and manage a multitude of projects within dedicated timelines and deadlines.

• Relevant research capability to effectively inform scholarly activities with regard to enhancing best practices and approaches.

• Proven ability to work autonomously, but also be highly collaborative and approachable to all stakeholders.

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.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.