POSITION DESCRIPTION

Position Title: Senior Manager, Global Strategy and Partnerships
Organisation Unit: Global Engagement & Enterprise
Position Number: 3042062
Type of Employment: Full time, 12 month secondment commencing Sept 2018
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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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 UQ Global Engagement & Enterprise Division is responsible for leading UQ’s business development activities with UQ’s potential partners. In particular, the division 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. It leads and oversees the implementation of the University’s strategy to develop specific partnerships with universities, government, research and industry bodies, both in Australia and around the world. The office 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. The office is also responsible for developing and delivering an Entrepreneurship Strategy for the University, including management of the UQ Idea Hub and ilab programs, identification of additional opportunities to support students with gaining skills and experience in entrepreneurship, and building strong links with the local, national and international entrepreneurship eco-systems.

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 Senior Manager, Global Strategy and Partnerships manages the onshore and offshore Global Strategy and Partnerships team and supports the Director, Global Engagement & Entrepreneurship in developing and driving the UQ Global Strategy and strategic partnerships.

The role will be responsible for overseeing the effective development, delivery and evaluation of UQ’s Global Strategy Framework through coordination and management of initiatives that support UQ’s strategic country and partner priorities. This involves working closely with other units within Global Engagement and Enterprise, as well as with academic and professional stakeholders throughout the University, to provide integrated support to the Division’s operations and objectives.

The position will also be responsible for ensuring the efficient and effective provision of high level advice and service delivery to the Deputy Vice-Chancellor (External Engagement), faculties, institutes and other internal stakeholders as relevant to guide a whole-of-UQ approach to UQ’s external engagement activities.

Duties

Duties and responsibilities include, but are not limited to:
**Strategy and Partnerships**

- Oversee the outputs of the onshore and offshore Global Strategy and Partnerships team to ensure effective development and delivery of global strategy initiatives for UQ’s priority country and partnerships, as outlined in the Global Strategy Framework.

- Drive the monitoring and evaluation of the global strategy work at priority country and partner level against comprehensive work plans and an inclusive set of key performance indicators, including annual reporting to UQ’s Senior Management and Executives.

- Oversee the development and implementation of a suite of highly effective systems and tools including templates, procedures, and reporting mechanisms to guide, optimise and evaluate global engagement activities and achievements and to provide consistent, comprehensive and accurate internal information.

**Stakeholder Engagement**

- Manage a range of internal and external relations and take responsibility for the end-to-end activation and engagement of key local and global partners to deliver against strategic objectives and ensure high level returns on investment.

- In conjunction with other relevant UQ units, lead the identification, mapping and evaluation of key external stakeholders and assess against UQ’s strategic objectives and available resources, ensuring fit-for-purpose services to expand partnerships across academia, government and industry.

**Knowledge management, Communication and internal coordination**

- Promote effective coordination and integration of the onshore and offshore Global Strategy and Partnerships team to ensure timely, efficient and cohesive operations and outputs.

- Develop and deliver country and partner briefings, information sessions, and roundtables to improve understanding and alignment amongst internal and external stakeholders about UQ’s global position and profile, key partnerships and programs, and engagement opportunities.

- Oversee the preparation and delivery of a suite of communication resources to support institutional engagement initiatives, including content for strategic publications, partner communications, reports, presentations, and websites.

- Manage and coordinate the preparation of bids, proposals and submissions, including providing leadership, expertise and assistance to faculties and institutes in the development of projects aligned with the University's strategic goals.

**Staff Management**

- Manage and prioritise the workload of the Global Strategy and Partnerships Team, comprising two Senior International Strategists, Strategic Partnerships Officer, two offshore representatives, and other positions as required. Manage staff reviews, performances appraisal and staff development.
**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
- Other duties as requested by the Director, Global Engagement and Entrepreneurship or Deputy Vice-Chancellor (External Engagement).

**Organisational Relationships**

The position reports to the Director, Global Engagement and Entrepreneurship. The position manages two Senior International Strategists, a Strategic Partnerships Officer, two offshore representatives, and other staff as required.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to a postgraduate degree in international relations, business or related field; or an equivalent combination of relevant experience and/or education/training.

- Experience in the management and coordination of project teams involving multiple stakeholders, preferably across different countries and sectors.

- Highly developed research and analytical skills, including demonstrated ability in the use of data to formulate a strategy or project and propose innovative solutions to complex and diverse business challenges.

- Excellent oral and written communication including presentation and business writing skills, and the ability to communicate effectively with a wide range of stakeholders within and external to the University.

- Highly developed management skills including demonstrated capacity to lead, manage and coordinate a team of staff to achieve desired outcomes and promote a positive and constructive team culture.

- Demonstrated strong interpersonal skills and the ability to liaise, consult and negotiate with staff at all levels, and work collaboratively with colleagues from a diverse range of backgrounds.

- High levels of flexibility and adaptability, including the ability to rapidly adjust to new situations, challenges, priorities and work allocation;

- Experience in the use of a wide range of computer applications in a network environment (particularly the Microsoft Office suite).

Desirable

- Experience in building highly effective professional relationships and working with diverse stakeholders across multiple countries and regions.

- Working knowledge of UQ reporting systems and software applications such as Business Objects.

- Deep understanding of the higher education sector in an international context

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.