POSITION DESCRIPTION

Position Title: Project Manager – Program Architecture Program – Phase 2
Organisation Unit: Office of the Deputy Vice-Chancellor (Academic)
Position Number: NEW
Type of Employment: Full Time Fixed Term to 31 December 2019
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://university.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 Deputy Vice-Chancellor (Academic) (DVCA) is a member of the University’s senior executive, and is responsible for the University’s commitment to providing high-quality teaching and learning, and enhancing the UQ student experience.

The Office of the Deputy Vice-Chancellor (Academic) (ODVCA) is responsible for key areas of the University, including:

Academic Administration Directorate
The Academic Administration Directorate provides support for teaching and learning at UQ through services that enable effective academic decision making, governance and information provision.

Responsibilities include:
- support for the formulation and management of academic policies;
- administration and co-ordination of program design, development and review;
- management and monitoring of academic timetables; and
- contributing to meeting the University’s compliance obligations especially with respect to the ESOS Act and the Higher Education Standards.

Academic Administration also traverses aspects of students’ engagement with policy and procedures as they pertain to the code of conduct, appeals and grievance resolution.

Student Administration Directorate
The Student Administration Directorate provides administrative support and information through all stages of student life from admission to graduation. Student Administration works collaboratively with academic and professional staff to deliver accurate and timely student focused administrative advice and service, and contributes to the development of student related policy.

Student Affairs
Student Affairs provide a broad range of student services aimed at enhancing the student experience, and assisting the institution in improving student retention. These include the Learning Hub, Student Counselling, directed engagement of first-year students, provision of Accommodation Services, and running the Multifaith Chaplaincy.

The ODVCA is currently engaged in a number of large, complex, high risk and important projects which have a university wide impact and are at different levels of maturation. The projects include infrastructure, new models of service delivery, digitisation, policy review and curriculum redesign.

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 Office of the Deputy Vice-Chancellor (Academic) is currently engaged in a University wide program of work that seeks to implement high level program design principles and review the portfolio of programs, majors and courses offered. The program of work also includes developing program requirements into machine readable formats and realigning program rules into policies and procedures.

The Project Manager – Program Architecture, supports the implementation of various projects by managing and delivering various projects within the Program Architecture Program of work using structured project management approaches.

Duties

Duties and responsibilities include, but are not limited to:

- The planning and definition of projects including developing documentation to support the project such as project plans, business cases, budgets, implementation plans, and benefits tracking.
- Coordinating project resources including scoping requirements and tracking progress
- Coordinate the delivery of projects against documented plans and measure success
- Develop project change and communication strategies and coordinate implementation
- Support the establishment of appropriate governance and decision making processes
- Coordinate project risk mitigation strategies and action plans
- Provide tracking, forecasting and reporting of project progress against agreed milestones and KPIs

The Project Manager – Program Architecture will contribute to the development and establishment of processes and systems, as required, to support the duties described above.

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

Reporting Relationships

This position reports to the Senior Manager – Academic Projects.
SELECTION CRITERIA

**Essential**

- Postgraduate qualifications in a relevant area or progress towards postgraduate qualifications and extensive relevant experience; or extensive relevant experience and management expertise; or an equivalent combination of relevant experience and education/training.
- Experience successfully managing various medium to large projects including effectively managing stakeholders.
- Demonstrated knowledge of relevant project management tools or equivalent practical methodologies for monitoring project progress.
- Excellent problem-solving skills and an ability to be adaptive and innovative in developing and pursuing solutions.
- Excellent interpersonal skills (including written and verbal communication), with experience in liaising with internal and external stakeholders, including the ability to provide advice and negotiate to achieve desired outcomes.

**Desirable**

- Experience working within a higher education 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](http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.