POSITION DESCRIPTION

Position Title: Academy Coordinator – Andrew N. Liveris Academy for Innovation and Leadership

Organisation Unit: Faculty of Engineering, Architecture and Information Technology

Position Number: NEW

Type of Employment: Full Time, Fixed-term

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 Andrew N. Liveris Academy for Innovation and Leadership was established within The Faculty of Engineering, Architecture and Information Technology at UQ with the support of a generous donation of $13.5M from UQ alumnus Andrew N. Liveris AO and his wife, Paula Liveris.

The Liveris Academy is designed to cultivate the next generation of leaders with the capacity to address grand challenges at a time of dramatic socio-economic, technological and environmental change.

In addition to hosting global leaders from industry, government, policy, and not-for-profit sectors, the Academy delivers a bespoke and highly-selective Liveris Scholar Program. The Program currently provides scholarships and enrichment experiences to high-achieving undergraduate students with a focus on sustainability, global technologies and innovation, and digital transformation.

The Liveris Scholar Program offers a range of learning and engagement activities, including structured leadership training, mentoring by business leaders, targeted professional practice placements, and access to a vibrant Liveris Scholar Alumni Network.

For more information about the Academy, please visit: www.liveris-academy.uq.edu.au

The Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

Our people are our greatest asset. We offer collaborative, inclusive work and study places, which are enriched by the significant diversity of our staff, students and community. We genuinely believe that creativity and innovation flourishes in an environment where people feel supported, valued and empowered. Mutual respect, inclusivity and accountability are at the cornerstone of UQ's culture.
The Faculty is committed to supporting the career growth of women researchers and have a number of initiatives to support women in developing and achieving a fulfilling research career at the Faculty.

For more information about the Faculty, please visit: www.eait.uq.edu.au

**Information for Prospective Staff**

The Faculty recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

Further 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 primary purpose of the Academy Coordinator position is to lead the daily operations of the Livery Academy, as well as provide a broad range of professional and timely support to the Academy’s staff, scholars, and stakeholders through proactive management of all operational aspects of the Academy.

To achieve this, the Academy Coordinator will work closely with the Academy Director to grow the overall reach and profile of the Academy, and will contribute to the ongoing development of the Liveris Scholar Program. The appointee will also demonstrate a high degree of responsiveness and flexibility in order to service the needs of the role and its key stakeholders (including an international Advisory Board, Honorary Board, and Patron).

Duties

Duties and responsibilities include, but are not limited to:

- Demonstrate independence in managing the day-to-day operations of the Liveris Academy, under the broad direction of the Academy Director.
- Coordinate the provision of professional support functions via the EAIT Faculty and wider University in relation to administration, marketing, engagement, advancement, human resources, facilities, information technology, finance, and scholarships.
- Coordinate the planning and delivery of Academy events, including Winter/Summer Schools, Academy retreats, visits by distinguished guests, and Academy professional development programs (in close liaison with Protocol, Property and Facilities, Advancement, Offices of UQ Senior Executives, as well as external stakeholders and suppliers, as required).
- Provide professional and timely advice to the Director and Academy staff and stakeholders in relation to both routine and significant matters of relevance to The Academy and University, including proactively identifying and mitigating risks to the delivery of the Academy’s objectives.
- Actively contribute to the design and delivery of the Academy’s curriculum and scholarship program, including identifying and developing educational frameworks, tools, and resources to enhance the experience and developmental opportunities of the Academy’s Scholars.
- Develop proposals for new initiatives within the Academy and lead projects relating to educational, engagement, and other enrichment programs for the Academy’s Scholars, staff and stakeholders.
- Act as the central point of contact for the Liveris Academy, by providing a professional interface with internal stakeholders (including senior and Executive-level academic and professional staff within the University), as well as external stakeholders from industry, government, startups, and other relevant sectors, including but not limited to Advisory and Honorary Board Members, guest speakers, current and prospective donors, and Leaders-in-Residence.
- Provide the secretariat function to the Academy’s Internal Steering Committee, as well as the Academy’s Advisory and Honorary Boards, to facilitate productive and actionable meetings.
- Prepare and ensure timely submission of reports in accordance with donor and other funding body requirements.
- Prepare grant applications including budget, and resource forecasting.
• Develop and implement communications strategies on behalf of the Academy, including drafting professional and timely media briefs and stories in relation to Academy events, as well as developing related print and web content for the Academy.

• Proactively develop and further enhance the Liveris Academy brand and vision, by coordinating engagement activities and leading projects in liaison with UQ and EAIT Marketing, Engagement, and Advancement teams.

• Maintain a records management system (electronic and paper-based) so that all documentation is readily accessible and up-to-date, while maintaining confidentiality.

• Provide Executive support to the Academy Director, including diary management and drafting documents and routine correspondence for the Academy Director.

• Undertake financial reconciliations including credit cards, cab charges, hospitality calculators and approvals.

• Manage travel and accommodation for Academy staff, guests, and scholars (in close liaison with Campus Travel and EAIT Finance Professional Services team), including placement / exchange experiences for Scholars, in liaison with host organisations.

• Manage and/or coordinate updates to the Academy’s website and information systems (in close liaison with EAIT Marketing team, EAIT IT team, and UQ ITS), including maintaining ePortfolio, BlackBoard, and related websites and tools used by the Liveris Academy.

• Manage the Academy’s physical resources, including purchases and information technology requirements.

• Assist in other activities of the Academy and EAIT Faculty as required.

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 Liveris Academy Director.

SELECTION CRITERIA

1. Completion of an undergraduate degree with at least 4 years subsequent relevant work experience, or extensive experience and management expertise, or an equivalent combination of experience and/or education/training.

2. Demonstrated advanced skills and experience in project management and administration relevant to the duties of the role.

3. Highly developed interpersonal skills, tact, and diplomacy, including the ability to communicate effectively with a range of international and national colleagues and
stakeholders at all levels, by telephone, email and in person, and the ability to regularly exercise a high degree of responsiveness and flexibility.
4. Excellent written and verbal communication skills, including the ability to author executive briefs, marketing and communication collateral, as well as undertake media liaison to enhance the profile of the Academy.
5. The ability to accurately monitor budgets and financial reports, comply with policies and procedures, and provide advice to decision-makers.
6. Ability to prioritise own workload, work independently, and meet deadlines.

Desirable
While not mandatory, the following will be advantageous:
1. Experience working in a university environment, and a working knowledge of relevant University policies, procedures, and systems.
2. An understanding of contemporary issues relating to leadership, innovation, and/or sustainability.

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 the contact person listed in the job advertisement.