POSITION DESCRIPTION

Position Title: Manager, Teaching and Assessment Support
Organisation Unit: Faculty of Medicine
Position Number: NEW
Type of Employment: Full-time, Continuing
Classification: HEW Level 8

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.

Faculty of Medicine

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.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 primary purpose of this position is to lead and manage the Office of Medical Education (OME) professional staff team, including Discipline Coordinators and project staff, to deliver teaching and assessment support for the medical programs, including the Doctor of Medicine (MD) and Postgraduate Course Work (PGCW) programs. Working closely with the Director of Medical Education, the Manager, Teaching and Assessment Support will ensure the team are achieving operational and service delivery excellence to support the strategic direction of the OME.

Duties
Duties and responsibilities include, but are not limited to:

Resource Management:
- Lead the professional staff team to achieve positive outcomes and develop a high performing culture;
- Lead the professional staff team including the overall supervision of staff, performance appraisal and staff development, management of resources across multiple campuses, and review of activities against targets;

Teaching and Assessment Support:
- Manage, plan and oversee the implementation of University and Faculty directives and procedures relating to teaching and assessment support, ensuring that the associated administrative tasks are completed in an accurate and timely fashion;
- Manage, plan and oversee the delivery of teaching and assessment support for the MD and postgraduate programs across multiple campuses within Brisbane as well as rural Queensland and New Orleans, United States;
- Manage, plan and oversee the delivery examinations as well as deferred, supplementary and Objective Structured Clinical Examinations in the MD program. This will include timetabling, blueprinting, question collation and review, standard setting (Borderline Regression), candidate management, invigilation, recruitment and allocation of examiners, result calculation and moderation;
- Manage the creation and approval of the Electronic Course Profiles, ensuring compliance with policies and procedures;
- Manage the administrative support for Students Evaluations of Teaching and Courses (SECATs) and Student Evaluations of Tutors (SETutor) each semester;
- Manage the finalisation of course results; moderation and then review of results by the Board of Examiners as well as coordinating the recommendation for the awarding of supplementary assessment in accordance with University policies and rules;
- Manage the structure, integrity and accuracy of student data, course and program information in a range of corporate and bespoke information systems;
- Provide secretarial support to the Integrity Officer and Medical Dean in relation to appeals, grievances, fitness to practise and misconduct cases, including policy interpretation and advice, updating and finalising all case files, corresponding with students and staff, and arranging and documenting meetings and hearings;
- Lead the operationalisation of curriculum redevelopment adhering to University policy, procedures and guidelines; and
• Develop and facilitate a culture of continuous improvement to ensure the expected outcomes have been achieved, including the development and maintenance of highly effective standard operating procedures and business process schedules.

**Liaison and Advisory:**

• Based on a thorough knowledge of University rules and policies, provide expert advice to course coordinators, senior management and committees;
• Contribute to high-level curriculum planning, critically analyse data and draft proposals and reports for consideration by senior management and committees; and
• Provide support for academic program reviews as required.

**Committee Support:**

• Manage and oversee the preparation of submissions to Faculty Board of Studies;
• Act as Secretary to the Medical Program Committee including the preparation of agendas and minutes and undertaking research and benchmarking into matters considered by the committee;
• Manage the secretariat support provided to the Medical Program Sub-Committees, Postgraduate Coursework Committee and a number of postgraduate program management committees; and
• Represent the Faculty on working parties and other committees as required.

**Location and Travel**

• The Office of Medical Education is based at the Herston campus, some travel between campuses and other locations may be 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 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 required

**Organisational Relationships**

The position reports to the Senior Manager, Student and Academic Administration.
SELECTION CRITERIA

- Postgraduate qualifications or progress toward postgraduate qualifications and extensive relevant university experience; or management expertise and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training;
- A minimum of five years’ experience in a university or other tertiary organisation including experience in academic or student administration.
- Demonstrated leadership skills in building a strong, positive culture within a complex and geographically dispersed operating environment;
- Proven expertise in the management of human and material resources and the ability to coordinate functions and activities to achieve objectives in a changing organisational environment.
- A thorough knowledge of the University’s structure, policies and procedures, in particular as they relate to tertiary education and a student’s academic progression, or a demonstrated ability to acquire such knowledge.
- Strong problem-solving skills and analytical ability, including a demonstrated ability to resolve issues through negotiation.
- High level managerial, interpersonal and communication skills, including the ability to provide advice, negotiate and liaise to achieve desired outcomes.
- Experience in the preparation of reports, submissions, policy documents and other written works with evidence of excellent written skills.
- Ability to work collaboratively with colleagues, including a demonstrated history of building and maintaining productive working relationships with other organisational units.
- A track record of commitment to a culture of continuous improvement and working autonomously, including the ability to identify areas for improvement, lead reviews and successfully implement new business processes.
- Demonstrated expertise in using large student administration systems and associated corporate systems to source data and deliver reports;
- Excellent verbal and written communication skills, including a demonstrated ability to write with clarity and precision;
- Ability to exercise tact, discretion and maintain confidentiality.