

## POSITION DESCRIPTION

<b>Position Title:</b>	Regulatory and Compliance Officer
<b>Organisation Unit:</b>	Office of the Deputy Vice-Chancellor (Academic)
<b>Position Number:</b>	3068687
<b>Type of Employment:</b>	Continuing
<b>Classification:</b>	HEW8

### 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 45<sup>th</sup> 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://uniquet.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) portfolio reports directly to the Vice-Chancellor and President, and is responsible for key areas of the University. The University of Queensland exists in a world of rapid change and considerable opportunity. A foundational mission, however, remains to graduate students with the knowledge, skills and attributes that allow them to determine and flourish in their futures. The DVC(A) portfolio is responsible for upholding the University's commitment to high quality learning and teaching; promoting a culture of excellence across the student experience; leading initiatives aimed at student success and retention, and integration of services for students; and quality standards.

UQ has set critical and ambitious targets around teaching and learning, and student success that build on its well-deserved national and global reputation. The DVC(A) portfolio is committed delivering a globally recognised student experience through the continuous improvement of our teaching and learning.

In addition to overseeing the four key operational units charged with delivery — Academic Services Division (ASD), Student Affairs Division (SAD), the UQ Library (Library) and the Institute for Teaching and Learning Innovation (ITaLI)—the portfolio is supported and enabled by the Office of the DVCA (ODVCA).

### Office of the DVCA

The Office of the DVCA (ODVCA) is responsible for the successful delivery of a broad range of strategic initiatives that are essential to the aims of the DVC(A) portfolio and its remit. The office is led by the Director – Planning and Operations, and ensures the efficient day-to-day functioning of the portfolio, including compliance with all regulatory and reporting requirements.

The functions of the ODVCA are: Portfolio Operations, Policy and Compliance, Strategic Change Management, Program and Project Management and Portfolio Reporting.

### Academic Services Division

The Academic Services Division (ASD) has primary responsibility for the delivery of student focused administrative functions and contributes to student-related policy development. The division is led by the Academic Registrar and provides high quality administrative and professional services in support of the University's academic activities.

The functions of the ASD are: Academic Policy and Programs; Admissions; Examinations; Student Centres; Student Complaints and Grievance Resolution; Student Fees and Scholarships; Student Progression and Teaching Space Management.

### Student Affairs Division

The Student Affairs Division (SAD) is comprised of Student Services, Student Employability Centre, and the UQ Health Service. The Division focusses on helping UQ students at St Lucia, Gatton, and Herston campuses succeed in their studies and make the most of their UQ student experience by:

- Providing a range of support services that effectively meets the needs of the UQ student population;
- Working across the UQ Community to drive strategies to strengthen the quality of the overall student experience;
- Facilitating access to learning experiences that assist students to reflect UQ graduate attributes and enhance their employability.

### Library

The Library is integral to learning, discovery and engagement at UQ. The Library provide access to high quality scholarly information resources, client focused services, and physical and online spaces that support teaching and research at the University.

The Library fulfils the traditional role of collections and content, however, there is an increased focus on the student experience in the library spaces including how students use the space and services both individually and in groups.

### Institute for Teaching and Learning Innovation (ITaLI)

The Institute for Teaching and Learning Innovation (ITaLI) enables and promotes higher education excellence and innovation. The Institute's main focus is to continually improve teaching and learning through initiatives that lead to positive, effective change across UQ. As a central UQ institute, ITaLI partners with multiple stakeholders including all faculties and schools.

ITaLI is led by the Pro-Vice-Chancellor (Teaching & Learning), who is responsible for achieving the University's teaching and learning objectives, including innovation in teaching and learning, digital learning, development and recognition of excellent teaching, quality assurance and enhancement, curriculum reform and renewal, and research in teaching and learning that centres on improving student learning outcomes.

### **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

To provide high level professional support, advice, policy research and analysis, content development and reporting to the Office of the Deputy Vice-Chancellor (Academic). The role will provide dedicated governance and compliance support to the Director – Planning and Operations, and act as a key interface within the portfolio.

## Key Responsibilities

Duties and responsibilities include, but are not limited to:

1. Proactively scan higher education policy nationally and internationally for best practice and emerging issues to keep the DVCA informed
2. Critically evaluate, review and assist in the development of relevant policies and procedures
3. Provide management support to the Director – Planning and Operations, in the form of monitoring, tracking and governance of initiatives and programs of work
4. Support the Director – Planning and Operations in the drafting and provision of timely, well-informed and contextualised written and verbal advice on a range of issues related to the portfolio
5. Work closely with the Director – Planning and Operations, and the Change and Engagement Specialist, to draft correspondence, discussion papers, reports, submissions, speeches, and presentations
6. Represent the portfolio on working groups, seminars, and meetings relevant to policy, regulatory and compliance issues
7. Draft UQ's response to consultation requests, in collaboration with and through presentations to relevant stakeholders
8. Review relevant agendas and meeting papers to provide advice to the DVCA on any specific portfolio issues arising from information garnered
9. Assist in establishing and maintaining effective relationships and lines of communication with key organisational units ensuring the portfolio is well-informed of developments, achievements, problems, pressures for change and areas that need to be addressed or improved
10. Assist the Director – Planning and Operations to build advisory capacity across the portfolio, related to the core mission of the portfolio
11. Develop and maintain appropriate professional links and networks within and outside the University including liaison with and presentations to other Go8 Universities as the DVCA representative
12. Provide secretariat support for key governance forums and produce high level briefings, correspondence, speech notes and research papers

## 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 the Director – Planning and Operations.

### **Selection Criteria**

1. Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience
2. Proven experience in the research and preparation of complex documentation, such as higher education policy submissions, briefing papers and executive reports
3. Demonstrated expertise in the interpretation of higher education, teaching and learning policy, relevant regulatory requirements and legislation and the provision of advice on their application in relation to The University of Queensland
4. Highly developed skills in the compilation, analysis and synthesis of detailed policy information and the ability to communicate it effectively to stakeholders via different modes
5. High level organisational skills with a demonstrated ability to develop priorities, meet deadlines and effectively manage multiple and diverse tasks, proactively and independently
6. Demonstrated ability to monitor, track and report on complex, university wide initiatives and contribute to effective governance
7. Demonstrated ability to build relationships and work collaboratively with colleagues at all levels and across functions
8. Demonstrated ability to build a network of industry peers and represent the DVCA at events and in meetings
9. Demonstrated experience in presenting on complex issues to a broad range of stakeholders
10. Demonstrated experience in consulting with and advising senior stakeholders to deliver tangible outcomes within a large, complex environment