POSITION DESCRIPTION

Position Title: Manager, Student & Academic Administration
Organisation Unit: Faculty of Science
Position Number: 1255848
Type of Employment: Full-time, Fixed term until January 2020
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 $11 billion+ (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 Faculty of Science is one of the largest and most diverse faculties within the University of Queensland and within Science Faculties across Australia. It unites the disciplines of agriculture, biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, planning, the environment and veterinary science. With strong links between the enabling and applied sciences, UQ researchers and graduates in the Faculty of Science are working on a diversity of ground breaking projects ranging across topics such as the molecular characterisation of drug resistant bacteria, through to environmental rehabilitation and sustainable urban development.

The units within the Faculty of Science are internationally recognised and their teaching and research successes create a stimulating environment within which the Faculty staff work. The Faculty is managed by the Executive Dean, who has direct responsibility for the physical, financial and human resources, academic matters relating to programs and students, and a range of other areas such as the development of research, national and international marketing, and enhanced government, business and community links.

Information about the Faculty may be accessed on the Faculty’s web site at http://www.uq.edu.au/science

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 objectives of the position are to:

- Lead student and academic administration by setting, monitoring and reviewing regularly, long and short term goals and strategies to support current and projected needs and developments across the Faculty;

- Present a clear vision of student service delivery and its support for the Faculty’s teaching and learning objectives;

- Provide direction to schools and coordinate the management of physical and human resources to ensure the work is conducted economically and efficiently, avoiding duplication of effort and providing service of the highest standard to students from admission to graduation.

- Provide high-level and strategic support and policy advice to the Associate and Deputy Deans (Academic) and Faculty Executive Officer on matters relating to student and academic administration.
Duties

Duties and responsibilities include, but are not limited to:

Reviewing and Planning
- Monitor and review functions and associated business processes and procedures in conjunction with school managers where appropriate to ensure these are efficient and cost effective and achieve the stated goals of the Faculty.
- Contribute actively to the development of Teaching and Learning component of the strategic planning processes for the Faculty.
- Manage cross faculty and external programs and projects as required.

Liaison and Advisory
- Provide high level strategic and authoritative advice to the Faculty’s Associate Deans (Academic), Faculty Executive Manager and School leadership on matters related to both student and academic administration.
- Manage and plan the Faculty services in student and academic administration to ensure a clear focus on client service and communication is maintained.
- Work with senior staff across the university to promote improved management, procedures and service delivery that aligns with Faculty goals.
- Contribute to and draft policy statements on student and academic administration matters
- Provide leadership in student and academic administration outside of the Faculty and as an exemplar to the wider university community.
- Provide advice and oversee the development and management of e-learning systems in the Faculty

Staff Management
- Oversee the processes of staff review and provide leadership and direction for student and academic administrative staff at the Gatton and St Lucia campuses.
- Coordinate the recruitment of staff in student and academic administration positions.

International
- Advanced planning for international recruitment activities in conjunction with Faculty Engagement Manager.
- Oversee international student agreements in conjunction with Faculty Engagement Manager and credit arrangements.

Finance and budgeting
- Manage the budget for Student and Academic Administration including preparing budget estimates, monitoring expenditure to achieve efficient use of resources to provide the highest standard of service.

Committee Support
- Represent the Faculty on central committees and working parties as required
- Manage the secretarial support of other Faculty academic committees

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

Assist in other activities of the Faculty as required.

Organisational Relationships

The position reports to the Faculty Executive Manager.

SELECTION CRITERIA

- Postgraduate qualifications and extensive relevant experience in a tertiary environment; or extensive relevant experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training.
- A thorough knowledge of the University’s governance structure, systems, policies and procedures, in particular as they relate to a student’s progress within the learning environment;
- Demonstrated organisational skills and the ability to coordinate diverse functions and activities to achieve objectives within complex organisational structures;
- Well-developed planning skills at both strategic and operational levels and strong problem-solving skills and analytical ability;
- Excellent communication skills including the ability to negotiate effectively and to write with clarity and precision;
- Demonstrated effectiveness in the delivery of services associated with students in the higher education sector;
- An empathy with students including those from diverse cultural backgrounds.
- Proven ability to build and lead teams and to inspire and provide direction for the development of innovative responses to emerging needs; and
- Ability to build and maintain productive working relationships with other organisational units such as Central Units and Schools.

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 (recruitment@uq.edu.au).

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