POSITION DESCRIPTION

Position Title: Project Officer
Organisation Unit: Office of the Pro-Vice-Chancellor (Indigenous Engagement)
Position Number:
Type of Employment: Fixed term, until 31/12/2018
Classification: Hew Level 5/6

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.

Organisational Environment

Office of the Pro-Vice-Chancellor (Indigenous Engagement)

The Office of the Pro-Vice-Chancellor (Indigenous Engagement) is responsible for:

- leading the strategic development, implementation and monitoring of the whole-of-University approach to Indigenous Learning, Discovery and Engagement;
- strengthening leadership within the University in relation to Indigenous Education; and
- building links within the community.

The Office of the PVC (IE) also oversees the Aboriginal and Torres Strait Islander Studies Unit (ATSISU).

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 the Project Officer position is to perform tasks under the direction of the Pro-Vice-Chancellor (Indigenous Engagement) relating to a range of discrete projects. The role will facilitate the initial development and set up of projects in terms of specific focus and scope, and will be responsible for general project management and any reporting against specific outcomes.

Duties

Duties and responsibilities include, but are not limited to:

- Supporting the development of a strategy and associated documents to identify and manage existing and future partnerships across the University in relation to Aboriginal and Torres Strait Islander outreach and engagement, student recruitment and research;
- Assist with the development of specific tools and systems to manage strategic partnerships and community relationships. It is envisioned the position will work closely with UQ’s Planning and Business Intelligence and Advancement divisions in the development of databases and systems;
- Work with the Office of the PVC(IE) towards the development of a UQ Indigenous alumni strategy. This work will be undertaken jointly with UQ’s Advancement office.
- Assist in the development of project objectives and specifications, including scope, deliverables, timeframes and budget. Assist in the development of a project plan.
and coordinate internal resources and thirds parties toward the execution of project deliverables;

- Liaise with all relevant stakeholders and work closely with the Pro-Vice-Chancellor (Indigenous Engagement) to ensure technical and operational feasibility;
- Create and maintain comprehensive project documentation, including record keeping practices consistent with university policy and procedures;
- Assist with funding applications, data analysis and project research, and the development of project reporting;
- Ensure all projects are delivered on-time, within scope and within budget;
- In conjunction with the Pro-Vice-Chancellor (Indigenous Engagement), coordinate any necessary reporting on project outcomes; work with teams within the PVC(IE) division and the University to facilitate the implementation of any specific outcomes arising from the project.
- Assist with the administration of other projects as they arise.

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 Pro-Vice-Chancellor (Indigenous Engagement).

SELECTION CRITERIA

Essential

- A degree with subsequent relevant experience, or extensive experience and specialist expertise, or an equivalent combination of relevant experience and/or education/training;
- Demonstrated ability in project management skills,
- Excellent written and interpersonal skills, including the ability to communicate with a wide range of stakeholders;
- Advanced technical and I.T. skills, including the ability to coordinate the development of complex databases and information systems;
- Ability to interpret and apply policies and procedures;
- Experience in the use of a wide range of computer applications in a network environment (particularly Microsoft Excel);
- Demonstrated understanding and acceptance of the diversity of Aboriginal and Torres Strait Islander identities and cultures, and ability to communicate effectively
and form successful working relationships with Aboriginal and Torres Strait Islander peoples;

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.