POSITION DESCRIPTION

Position Title: Teaching and Learning Project Manager
Organisation Unit: Institute for Teaching and Learning Innovation (ITaLI)
Type of Employment: Full-time, Fixed term (12 months)
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 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 $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**

The Institute for Teaching and Learning Innovation (ITaLI) is taking a leading role in teaching and learning, professional education and innovation. ITaLI is an integrated teaching, research and service delivery centre for teaching and learning practices at UQ. ITaLI seeks to establish and maintain a flexible operating structure to drive and support innovation and excellence for these activities.

Directed by the Pro-Vice-Chancellor (Teaching and Learning), ITaLI provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics, and aims to transform teaching and learning across the University through the delivery of faculty and executive prioritised, teaching and learning projects and services, including support to deliver UQ’s Student Strategy. ITaLI addresses critical areas of unmet need in teaching and learning by bridging the gap between the exponentially-expanding discipline of higher education teaching and the increasing complexity of teaching to assist University teaching staff and improve the learning experience of students.

Information about ITaLI may be accessed on the Institute’s web site at [www.itali.uq.edu.au](http://www.itali.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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The purpose of this position is to provide support to high level teaching and learning space policy formation and advice provision by ITaLI to the University. This will include liaising with key stakeholders, preparing strategic and policy advice for Senior Executives (such as the Deputy Vice-Chancellor (Academic) and Pro-Vice-Chancellor (Teaching and Learning)) and secretariat support for high level working groups and committees such as the Infrastructure Sub-Committee and the Teaching and Learning Space Committee.

**Duties**

Duties and responsibilities include, but are not limited to:

**Strategic planning**

- Research and manage the process for the preparation of working documents, briefing papers and submissions for senior executive and high level working groups and committees for teaching and learning space;
- Undertake required research and analysis to provide well-informed teaching and learning space policy advice;
• Plan and organise teaching and learning space policy development processes ensuring that milestones and key deliverables are met;
• Manage the development of detailed targets and timeframes for activities underpinning strategic initiatives that relate to teaching and learning space;
• Set up databases and undertake periodic environmental scans to inform the University on teaching and learning space innovation.

**Governance and leadership**
• Generally, manage support for high level working groups and committees on teaching and learning space, including coordinating meetings; preparing agendas and minutes; ensuring that action items are followed up and delivered to the working groups and committees;
• Specifically, provide secretariat support for the Infrastructure Sub-Committee and the Teaching and Learning Space Committee; and
• Undertake the planning required for coordination of the teaching and learning space initiatives, including identification of additional skills and capabilities to deliver on those strategic initiatives.

**Culture, communication and change**
• Develop and implement a communication and stakeholder engagement strategy for teaching and learning space policy changes.

**Administration**
• Any other duties as reasonably directed by your supervisor.

**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

The position reports to Deputy Director (Higher Education), Institute for Teaching and Learning Innovation.
SELECTION CRITERIA

**Essential**

- Postgraduate qualifications and extensive relevant experience; or an equivalent combination of relevant experience and training in the tertiary education or government sector; or an equivalent combination of relevant experience and/or education/training.

- Excellent written communication skills, and experience in the research and preparation of complex documentation, such as submissions or reports.

- Excellent organizational skills, with a demonstrated ability to set goals, develop priorities, meet timelines, and to manage multiple and diverse tasks effectively.

- Proven experience in providing advice on matters/projects of significant potential change for an organization, including supporting senior decision making in relation to policy, strategy and operational implications.

- Highly developed interpersonal, stakeholder engagement and leadership skills and the ability to motivate and empower others, and exert positive influence at all levels without the need for organizational authority;

- Ability to evaluate and interpret complex data, apply rigorous logic and sound business judgement and integrated thinking in improving processes and providing solutions.

**Desirable**

- An awareness and understanding of the culture and challenges, including an understanding of the dynamics of the student experience in a higher education context, facing a global university with ambitions to be consistently placed in the top 50 of the world’s universities.

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.