



## POSITION DESCRIPTION

<b>Position Title:</b>	Manager Academic Administration
<b>Employer:</b>	UQ College (UQC)
<b>Reference Number:</b>	<b>UQCHR30012023</b>
<b>Type of Employment:</b>	2 years Fixed Term
<b>Remuneration:</b>	<b>\$103,272 plus 10.5% superannuation</b>

**Applications Close:** 5pm Friday 3 February 2023.

## 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, UQ has educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

Today, UQ ranks among the world's top universities and is consistently recognised as one of the top 5 universities in Australia.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. 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.

## UQ COLLEGE

UQ College Limited was formed in 2010 and is a wholly owned subsidiary company and Registered Training Organisation (RTO) for the University of Queensland (UQC). The purpose of UQC is to provide domestic and international students with access to further and higher education through the delivery of pathway programs. In addition to English language Programs, UQC delivers the UQ Foundation Program; the Tertiary Preparation Program (TPP) and several Vocational Education and Training (VET) Programs.

UQC Test Services provides support and delivery of Pearson English Language Proficiency tests (PTE-A) for university entrance, professional registration and visa applications.

Information about UQC may be found at <https://www.uqcollege.uq.edu.au/>

## **DUTY STATEMENT**

### **Primary purpose of position**

The primary purpose of this role is to provide leadership and management of the UQC team engaged in academic administration and test services. The position takes a leading role in the development of policy and procedures relating to academic administration.

### **Duties**

Duties and responsibilities include, but are not limited to:

- Manage all administrative processes in relation to academic administration at UQC and lead a team of staff engaged in academic administration and PTE(A) test services.
- Develop and implement effective systems for managing academic administration matters in conjunction with the academic and student management teams.
- Provide advice and support to the UQC's academic and administrative staff, including senior management, on policy and procedural matters relating to academic and program administration.
- Coordinate the academic program configuration in the UQC Student Management Systems including function controls and other configuration.
- Oversee the provision of accurate program and course data to University systems including the calendar/dates/fees configuration of relevant UQC programs, in consultation with Academic Managers.
- Manage administrative processes in relation to academic program timetables.
- Oversee the administrative services for the provision of examinations, including examination scheduling, invigilation, and alternative examination arrangements.
- Oversee and provide administrative support to Academic Managers and Course Coordinators for assessment, including processes for preparation of exam papers.
- Oversee the processes for recording and maintenance of grades including the release of final grades for all UQC programs and review of grades.
- Oversee all academic aspects of UQC graduation including production of certificates and academic transcripts.
- Implement academic administration policies and procedures in compliance with regulatory requirements (TEQSA and ASQA) for provider registration and course accreditation and assist with compliance assessment and reporting.
- Manage processes for and contribute to updating UQC program and course information in relevant databases and corporate publications, including the UQC website.
- Contribute to the development and review of UQC policies and procedures relating to academic and program administration, in consultation with Academic Managers.
- Build partnerships with relevant university departments in order to resolve complex issues with key stakeholders where necessary.
- Continually review existing processes and procedures to identify business improvement opportunities including those suitable for streamlining through digitisation and automation.
- Any other duties as reasonably directed by the Senior Manager Corporate Services.

## **Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The UQC Staff Code of Conduct and the University's Code of Conduct.
- All staff are expected to treat students, including young learners, with respect and understanding and addressing their concerns at all times. Staff must be familiar with UQC's child and youth policies which support the safety and wellbeing of children and young people in our care. A valid Blue Card – Queensland's Working with Children Check (or approved exemption) is required for this position.
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by UQC and the University
- Requirements of the Education Services for Overseas Students (ESOS) Act 2000, the National Code 2018 and associated legislation, and related responsibilities and procedures developed by the University.
- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

## **Reporting Relationships**

The position reports to the Senior Manager Corporate Services, UQ College.

## SELECTION CRITERIA

### Essential

- Postgraduate qualifications or progress towards postgraduate qualifications, with at least 3 years subsequent relevant experience in a team leadership role in the tertiary, or further education sectors, or an equivalent combination of relevant experience and/or education/training.
- Experience in delivering academic administration for any of the following: Foundation, University Diploma, VET, and TESOL programs.
- Experience managing a team of staff to deliver high quality administrative services, with the ability to coordinate functions and prioritise workloads to achieve objectives in a changing organisational environment.
- Demonstrated high level of digital literacy including expertise in the configuration and use of corporate information systems particularly in relation to maintaining and extracting data.
- Proven analytical and problem-solving skills including a demonstrated ability to resolve issues through negotiation.
- Excellent organisational skills and the ability to develop, implement and review administrative systems and processes.
- Proven ability to interpret, develop and implement policy relating to academic administration.

### Desirable

- Previous experience with JobReady Plus student management system.
- Previous experience using timetabling software.
- Knowledge of Pearson (PTE-A) English Language Testing.
- Detailed knowledge of the ESOS legislative framework and relevant government policies including visa regulations for international students.

### Further information

For further details please contact:

- Neil Marsh, Senior Manager Corporate Services, UQ College
- Phone: (07) 3346 6536
- Email: [hr@uqcollege.uq.edu.au](mailto:hr@uqcollege.uq.edu.au)

### How to Apply: Please apply via Seek.

It is a **requirement** to submit the following with your application:

- Resume
- Cover letter including response to selection criteria (no more than 2 pages)