



POSITION DESCRIPTION

Position Title:	Regional Manager
Employer:	UQ College (UQC)
Reference Number:	TBA
Type of Employment:	On going
Remuneration:	Level 9 \$91,425 (with bonus incentive scheme up to 15% of base salary and 11% superannuation)

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 (UQ). 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.

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

DUTY STATEMENT

Primary purpose of position

The UQC Regional Manager's key role is the coordination, management, and evaluation of offshore education opportunities for UQC in emerging markets such as SE Asia and LATAM as well as domestic education opportunities. The position will collaborate directly with UQ Future Students recruitment team and support their activities for the marketing, promotion of pathway programs and the recruitment of pathways students. This role will also have responsibility to engage with partners and agents for stand-alone ELICOS, Group Programs (including Study Abroad) and VET programs.

The position will involve regular local and international travel.

Duties:

Duties and responsibilities:

- Contribute to the development and implementation of recruitment plans to achieve recruitment targets.
- Build and manage short, medium, and long-term sales pipeline in relation to student targets.
- Build strong relationships and liaise with a range of recruitment agents, and partners including client institutions, corporations, and government agencies.
- Liaise with the UQ Future Students International recruitment team to ensure alignment in business development initiatives and organise conversion activities for UQC students where appropriate.
- Participate in and collaborate with the UQ Future Students International team to coordinate student recruitment/engagement activities with stakeholders including, but not limited to masterclasses, virtual engagement events, career markets and expos, alumni engagement, information sessions, visits, outreach activities, campus experiences and other recruitment events.
- Prepare program proposals and submissions and lead client related visits, including visitor itineraries and hospitality.
- Undertake other duties as directed by the Senior Manager, Business Development.

Other

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.
- 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 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, Business Development, UQ College.

There are no direct reports.

SELECTION CRITERIA

Essential:

- A postgraduate degree in a relevant area and at least five years of experience in international education, client relationship building and business development, or an equivalent combination of relevant experience and/or education/ training.
- Extensive experience in marketing and business development in the education industry across international markets, with an entrepreneurial approach to identifying and generating opportunities.
- Proven experience in developing plans aligned to strategy and achieving ambitious targets.
- Extensive knowledge of practices, issues, and challenges in the tertiary education sector.
- Demonstrated excellent interpersonal and communication skills with the ability to draft a high standard of written copy including letters, reports, and project related documents.

- Strong cross-cultural understanding and ability to liaise effectively with a wide range of clients from different cultural backgrounds.
- Demonstrated ability to work independently and effectively as part of a team.
- Demonstrated knowledge of Microsoft suite including Word, Excel, PowerPoint, and Access.

Desirable:

- Able to speak other languages.
- Current valid passport and driver's licence.
- Full COVID vaccination status (to meet requirements for international travel to key markets).

Further information

For further details please contact:

- Kate Galati, Senior Manager, Business Development, UQ College
- Phone: 0475 768 137
- Email: k.galati@uqcollege.uq.edu.au