

POSITION DESCRIPTION

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| Position title | Senior Manager, Business Development |
| Reference number | UQC_001_12_25 |
| Type of employment | Continuing |
| Classification | UQC Admin 8 |
| Remuneration | \$135,300.48 to \$143,081.86 per annum, plus 12% superannuation |

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 is a wholly owned subsidiary company and Registered Training Organisation (RTO) for the University of Queensland (UQ). UQ College provides domestic and international students with access to further and higher education through a range of pathway programs. These include English language, Foundation, Tertiary Preparation, and Bridging Programs, plus Vocational Education and Training (VET) programs.

For more information, visit <https://www.uqcollege.uq.edu.au/>

DUTY STATEMENT

Primary purpose of position

The purpose of this position is to lead and manage UQ College's Business Development team to achieve strategic recruitment, program execution, and service excellence. The role is responsible for supporting UQ Future Students for pathway student recruitment, leading non-pathway

[uqcollege.uq.edu.au](https://www.uqcollege.uq.edu.au)

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partnership and student recruitment, overseeing the delivery of customised programs and study tours, and ensuring high-quality stakeholder engagement. Through effective leadership, performance management, and collaboration, the position drives commercial growth, operational efficiency, and continuous improvement across UQ College's offerings.

The role requires domestic and international travel to support recruitment, partnership and program development and delivery.

Duties

Leadership and strategic management

- Lead and manage the business development team to achieve recruitment targets through effective promotional strategies and high-quality service delivery to institutional partners and agents.
- Lead strategic projects from inception to implementation, including drafting project briefs and reports.
- Collaborate with UQ Future Students to support pathway program pipelines, meet student load targets, and contribute to marketing, events, and agent engagement.
- Oversee the development and execution of annual international recruitment and marketing plans to drive commercial growth across targeted markets and programs.
- Engage with administrative and academic teams to enhance the operational performance and delivery of customised programs and study tours.
- Facilitate work-in-progress meetings to coordinate timelines, resources, and deliverables, and oversee program evaluations to improve group programs and study tours.
- Manage the creation and maintenance of business development tools, including proposal templates, presentations and other collateral.
- Oversee budget planning and expenditure for business development and program delivery activities, ensuring alignment with strategic priorities and financial targets.

Customer service and cross-functional collaboration

- Ensure the Business Development team provides accurate, timely, and high-quality service across all client touchpoints (email, phone, in-person, webinars, proposals, onboarding webinars).
- Foster collaboration with UQ Future Students, Global Partnerships, faculties, schools, central divisions and external partners to support shared goals.
- Maintain team knowledge of UQC and UQ programs, marketing campaigns, websites, databases, policies and governance frameworks.

Market intelligence and operational improvement

- Monitor changes in student and business markets and deliver timely market analysis reports to Executive Management and relevant stakeholders.
- Evaluate current operational practices and performance metrics to implement initiatives that optimise efficiency and service quality.

Other Duties

- Undertake additional responsibilities as directed by the Associate Director 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 of Practice for Providers of Education and Training to Overseas Students 2018 and associated legislation, and related responsibilities and procedures developed by the University.
- A valid Blue Card – Queensland's Working with Children Check (or approved exemption) is required for this position. All staff are expected to treat students and participants, including young learners, with respect and understanding and to always address their concerns. 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.
- 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 Associate Director, Business Development.
- The position will have three direct reports.

SELECTION CRITERIA

Essential

- A postgraduate qualification in a relevant field and a minimum of five years' experience in a leadership role within study abroad, international education, or a related education setting.
- Demonstrated ability to lead, coach, and manage high-performing teams, with experience in staff development, performance management, and fostering a culture of accountability and service excellence.
- Strong strategic, marketing, and commercial capability, with a proven track record of innovating and launching new offerings tailored to diverse industry segments and cultural contexts, within budget and aligned to strategic priorities.
- Demonstrated success in building and managing relationships with internal and external stakeholders, including negotiating shared outcomes and navigating competing priorities across organisational boundaries and cultural backgrounds.
- Experience in managing student recruitment pipelines, including agent engagement and conversion strategies, with a focus on achieving enrolment targets and market growth.
- Proven ability to project manage the development of customised education programs and strategic projects, including planning, execution, evaluation, and reporting.
- Strong organisational and administrative skills, with the ability to manage multiple priorities, meet deadlines under pressure, and maintain high attention to detail.
- Excellent written and verbal communication skills, with the ability to collaborate effectively across teams, faculties, and external partners to support strategic initiatives.

Desirable

- Ability to speak other languages

Questions?

For more information about this opportunity, please contact Kate Galati, Associate Director, Business Development at k.galati@uqcollege.uq.edu.au. For application queries, please contact hr@uqcollege.uq.edu.au stating the reference number (page 1) in the subject line.

Want to Apply?

Please apply via Seek. It is a requirement that you attach the following to your Seek application:

- Cover letter addressing the selection criteria (no more than 2 pages), and a
- Resume.

Applications submitted after 9am on Monday, 5 January 2026 will not be accepted.