POSITION DESCRIPTION

Position Title:	Senior Academic Manager Foundation and VET Pathways
Employer:	UQ College (UQC)
Reference Number:	QFHR004062021
Type of Employment:	Fixed Term 3 Years
Remuneration:	$117,548 to $124,391 with 10% 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 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 university 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 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. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

UQ COLLEGE

UQC 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 students from low socioeconomic status (SES) backgrounds with access to further and higher education through the delivery of pathway programs. UQC delivers the Tertiary Preparation Program (TPP), a domestic Foundation pathway and several Vocational Education and Training (VET) courses including: 10951NAT Graduate Certificate in Positive Behaviour Support (Grad Cert PBS); 10952NAT Graduate Diploma in Positive Behaviour Support (Grad Dip PBS); 10765NAT Certificate in Adult Tertiary Preparation (Cert ATP) and 10246NAT Certificate IV in University Preparation (Cert UP).

UQC is currently working with the University to prepare for the introduction of a new UQ Foundation Program for both domestic and international students, for delivery commencing in January 2022.

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

DUTY STATEMENT

Primary Purpose of Position

The appointee will be responsible for the delivery and development of high-quality Foundation and VET programs (face-to-face and online) for both domestic and international students on a pathway to The University of Queensland. In conjunction with other academic managers, this position will oversee the supervision of all Foundation and VET teaching staff. This position is also responsible for ensuring that UQ College (UQC) meets all required regulatory and compliance obligations related to Foundation and VET and programs.

Duties

Duties and responsibilities include, but are not limited to:

- Lead and manage the planning, development and delivery of Foundation and VET courses and programs at UQC to ensure the most efficient and effective use of the physical resources and teaching staff, in accordance with specific internal Key Performance Indicators (KPIs)

- Provide advice and guidance with regard to contemporary best practice in quality assurance, innovative curriculum development, design and delivery, for all Foundation and VET programs

- Lead and manage academic managers, coordinators and teaching staff, including recruitment and selection, induction and professional development, performance management, teaching schedules, provision of support and advice

- Provide specific support and advice for Foundation and VET Teachers, and the Senior Leadership Team (SLT) as required

- Manage all Foundation and VET teacher leave requirements, relief teaching and teaching workspace allocation

- Oversee and manage non-teaching tasks such as curriculum development and projects (including online courses) for Foundation and VET programs

- Develop and maintain policies and procedures relevant for the effective and efficient delivery of Foundation and VET teaching and learning, in conjunction with other Senior Managers

- Coordinate and manage documentation and processes required to meet regulatory requirements and compliance for TEQSA, ASQA, CRICOS and NEAS, in conjunction other Senior Managers

- Oversee student orientation, entrance testing, academic assessment and the academic and welfare counselling of students, in conjunction with the Senior Managers

- Liaise with UQ Faculties/Schools/Divisions with regard to program planning, development and delivery, and provide accurate and timely analytics and metric regarding student success, progression and retention

- Participate in and represent UQC at local, national and international seminars, workshops and conferences

- Teach to a minimum of 0.2 FTE over the calendar year

- Maintain teaching credentials and expertise through classroom teaching and attendance at appropriate professional development events

- Undertake specific duties as directed by the Chief Executive Officer (CEO).

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

- A valid Blue Card – Queensland's Working with Children Check.

- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by UQC and the University

- 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 (ESOS) Act 2000, the National Code 2018 and associated legislation, and related responsibilities and procedures developed by the University.

Organisational Relationships

- This position reports to the Chief Executive Officer (CEO).

SELECTION CRITERIA

Essential

- A Bachelor's degree in one or more relevant subject areas and a formal teaching qualification

- A Master's degree in education or related field

- A TAE40116 Certificate IV in Training & Assessment

- At least 5 years' relevant teaching experience and demonstrated specialist knowledge and skills in applied learning/teaching

- Demonstrated knowledge, skills and experience in the management and development of Foundation/High School courses and curricula

- Demonstrated knowledge, skills and experience in the management and supervision of teaching staff

- Demonstrated knowledge and experience in the provision of learning advice and feedback to students from an EAL background (English as an additional language)

- A team player with excellent interpersonal and communication skills, and demonstrated ability to work collaboratively and flexibly with all colleagues across UQC and the University

- Proven ability to remain calm under pressure, to manage time effectively and to find quick and appropriate solutions to problems and challenges in a complex work environment.

Highly Desirable

- Demonstrated experience in undertaking course coordination responsibilities

- Evidence of ongoing professional development and experience in teaching students from low social economic (SES) and non-English speaking backgrounds

- Demonstrated specialist knowledge and skills in the area of educational technology

- Demonstrated specialist knowledge and skills in the area of assessment development and administration

- Knowledge of the Australian government and accreditation systems, QTAC processes, and international education visa policy and regulations

- Experience in organisation and delivery of in-service professional development sessions for teaching staff.

Further information

For an informal discussion please contact:

- Robyn Tyler, Chief Executive Officer (Acting), UQ College

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