

# School of Economics

## Service Role Position Descriptions

Updated as at 11/1/24

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## Academic Integrity Officer

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### DUTY STATEMENT

The Academic Integrity Officer has three main roles.

- Provide general guidance on student academic misconduct matters to staff and students.
- Provide guidance on the conduct of preliminary investigations into cases of suspected academic misconduct for students.
- At the completion of the preliminary investigation, either counsel the student or refer to an appropriate decision maker giving consideration to the nature of the allegation and the student record.
- Provide support to decision makers.

As this is a clearly defined role within the UQ academic jurisdiction, any incoming Academic Integrity Officer must keep themselves fully informed of UQ policy in the area. The best source of information on the role is UQ [PPL 3.60.04 Student Integrity and Misconduct](#). Any staff member appointed to the role should also undertake the training provided to Integrity Officers by the central Student Grievance and Misconduct Unit.

In all matters, the Academic Integrity Officer liaises closely with the Manager, Coursework, Students and Programs within the School who will also be able to advise on correct procedure.

### Organisational Relationships

The position reports to the Deputy Head of School.

For **business continuity** purposes, the responsibilities of this position will be handed to Deputy Director of Teaching & Learning for the period of absence.

### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Admissions and International Partnerships Advisor

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### DUTY STATEMENT

#### Primary Purpose of Position

The Admissions and International Partnerships Advisor ('Advisor') supports student recruitment and international partnerships activities.

The Admissions and International Partnerships Lead ('Lead') may identify a specific division of labor in relation to the split of recruitment and international partnerships work among the Advisors and the Lead. However, it is expected that the Lead and the Advisors will deputise for and support each other in case of need.

#### Duties include:

- Support student recruitment and international partnerships activities as managed by the BEL International Services Unit, BEL Marketing team, UQ's Future Students and as directed by the Lead and the HOS.
- Engage in a portfolio of activities as identified by the Lead.
- Advise on student recruitment and international partnerships strategy in liaison with the Lead, the HOS, and the BEL International Services Unit.
- Where required, be a member of the panel making recommendations on School-based scholarships.
- Where required, attend and contribute to some domestic and international student recruitment events and presentations.
- Where required, advise and support School representation at domestic and international recruitment events and presentations.
- Help negotiate and manage articulation arrangements and other partner collaboration activities if and as required, in collaboration with the BEL Faculty International Services Unit and the Lead.
- Any other activity related to student recruitment and international partnerships, as identified by the Lead and HOS.

The role may involve some domestic and international travel.

#### Organisational Relationships

The Admissions and International Partnerships Advisors report to the the Admissions and International Partnerships Lead.

For **business continuity** purposes, the responsibilities of this position will be handed to Admissions and International Partnerships Lead for the period of absence.

## 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Admissions and International Partnerships Lead

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### DUTY STATEMENT

#### Primary Purpose of Position

The Admissions and International Partnerships Lead ('Lead') has a leading role in supporting student recruitment and international partnerships activities and helps coordinate the activities of the Admissions and International Partnerships Advisors ('Advisors').

The Lead may identify a specific division of labor in relation to the split of recruitment and international partnerships work among the Lead and the Advisors. However, it is expected that the Lead and the Advisors will deputise for and support each other in case of need.

#### Duties include:

- Take a leading role in supporting student recruitment and international partnerships activities as managed by the BEL International Services Unit, BEL Marketing team and UQ's Future Students as directed by the HOS.
- Engage in a specific portfolio of activities as identified.
- Advise on student recruitment and international partnerships strategy in liaison with the HOS, the BEL International Services Unit and the Advisors.
- Where required, chair the panel making recommendations on School based scholarships.
- Where required, attend and contribute to some domestic and international student recruitment events and presentations.
- Advise and support School representation at domestic and international recruitment events and presentations.
- Coordinate the inputs of the Admissions and International Partnerships Advisors and liaise with the BEL International Services Unit and BEL Marketing team to provide representatives at events and presentations.
- Negotiate and manage articulation arrangements and other partner collaboration activities as required, in collaboration with the BEL Faculty International Services Unit and the Advisors.
- Any other activity related to student recruitment and international partnerships, as identified by the HOS.

The role may involve some domestic and international travel.

#### Organisational Relationships

The position reports to the Head of School. The Admissions and International Partnerships Deputy and Advisors and report to this position.

For **business continuity** purposes, the responsibilities of this position will be handed to Admissions and International Partnerships Advisor for the period of absence.

## 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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



## AEA Selection Panel Member

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### DUTY STATEMENT

#### Primary Purpose of Position

The primary purpose of the AEA Selection Panel Members is to be a member of the recruitment and selection process associated with the AEA conference and compliant to HR processes. This role is responsible for helping recommend the most suitable person(s) for appointment.

#### Duties include:

- Any other duty associated to the selection process, as identified by the Head of School or the Chair of the Selection Panel.
- This role may include travel to the US for part of the selection process, UQ Travel Policy permitting.
- The AEA Junior Hiring process is for the Nov-Jan period of the calendar year this role is allocated to.

#### Organisational Relationships

The positions report to the Head of School.

For **business continuity** purposes, the responsibilities of this position will be handed to a Project Advisor for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Assistant Examiner

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### DUTY STATEMENT

#### Primary Purpose of Position

The School's Assistant Examiner is delegated the responsibility of ensuring that all the School's Final Exam papers are in line with University/BEL Faculty/School policies and are error free.

#### Duties include:

- The Assistant Examiner will check for exam paper errors and anomalies, incorrect wording, consistency of the exam paper layout, along with the content coverage as outlined in the Course Profile (to the extent that the EPA has expertise in the discipline area to do so).
- The Assistant Examiner cannot assume that the exam paper Reviewer (a designated discipline expert) has already thoroughly checked and identified all errors on the exam paper.
- The Assistant Examiner should check for compliance with the relevant policy and procedures in the Policy and Procedure Library (PPL).
- Liaise with course coordinators and Examination Officer regarding revisions on their exams, and make sure that the final version of the exam paper is academically sound.
- Write to the Examination Office regarding approval to ensure that the approval is in writing.

#### Other Duties:

- Responsibility for maintaining the checklists, used by the exam paper Reviewer and Course Coordinator, for checking Final Exam papers.
- Ensuring the EPA's decisions are documented in writing.
- Providing relevant guidance on exam paper matters to Course Coordinators as required.
- Making proposals, as and when needed, that will enhance the School's internal exam checking process, to the Director of Teaching & Learning and Head of School.

#### Organisational Relationships

The position reports to the Chief Examiner.

For **business continuity** purposes, the responsibilities of this position will be handed to the Chief Examiner for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## BESC Director

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### DUTY STATEMENT

#### Primary Purpose of Position

The BESC Director has primary responsibility for leading BESC and ensuring that its activities are run smoothly and successfully.

#### Duties include:

- Provide leadership to BESC.
- Manage BESC activities smoothly and successfully.
- Coordinate with the Experimental Lab Manager.
- Be cognisant of the relevant external funding landscape and of the School and University research strategy.
- Meet University Research Centre requirements.
- Any other duty as required connected to BESC, and as advised by the Associate Dean (Research), the Head of School or the Director of Research.

#### Organisational Relationships

The position reports to the Director of Research and is expected to liaise with the BEL Associate Dean (Research) and the Head of School as required.

The Experimental Lab Manager reports to this position.

For **business continuity** purposes, the responsibilities of this position will be handed to the Experimental Lab Manager for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Borderless Initiative Officer

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### DUTY STATEMENT

The Borderless Initiative Officer has primarily responsibility for the Borderless competition – for UQ students who have previously completed a course within the School of Economics, working to tackle an economic issue over competition period during a semester.

### Primary Purpose of Position

Be the primary academic liaison with other partnering university academics and staff for the design, promotion, coordination, judging and finalisation of prizes for winners of each competition.

### Duties include:

- Designing of specific tasks for each competition.
- Create marking rubrics with partner universities academics.
- Identification of industry partners (alumni) to help support competitions.
- Seeking UQ and partner university staff to act as competition judges.
- Ensuring entry requirements (Terms and Conditions) are kept up to date.
- Identify relevant ECON courses for competitions where Borderless is integrated for assessment.
- Liaise with Course Coordinators for competitions where Borderless is integrated for assessment.
- Identify and deploy appropriate technology in set up of competitions.
- Write copy for marketing of Borderless in various channels (website, Currency newsletter).
- Liaise with BEL Marketing and Communications teams to disseminate marketing collateral in online channels.
- Tracking and recording competition statistics (e.g. number of student participants, number of teams, etc).
- Keeping the Head of School informed about competitions, what competitions are being planned, have been completed, etc. Periodically provide a written report on competition progress to the Head of School.

### Organisational Relationships

The positions report to the Head of School.

For **business continuity** purposes, the responsibilities of this position will be handed to a Project Advisor for the period of absence.

### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## CEPA Director

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### DUTY STATEMENT

#### Primary Purpose of Position

The CEPA Director has primary responsibility for leading CEPA and ensuring that it meets its KPIs and that its activities are run smoothly and successfully.

#### Duties include:

- Provide leadership to CEPA and chair meetings of its Advisory Board.
- Manage CEPA activities smoothly and successfully.
- Manage the CEPA budget.
- Meet University Research Centre requirements.
- Be cognisant of the relevant external funding landscape and of the School and University research strategy. Any other duty as required connected to CEPA, and as advised by the Associate Dean (Research), the HOS or the Director of Research.

#### Organisational Relationships

The position reports to the Director of Research and is expected to liaise with the BEL Associate Dean (Research) and the Head of School as required.

For **business continuity** purposes the responsibilities of this position will be handed to the staff member(s) nominated in the Service role BCP for the period of absence.

#### 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 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

## Chief Examiner

### DUTY STATEMENT

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#### Primary Purpose of Position

The School's Chief Examiner ensures that all the School's Final Exam papers are in line with University/BEL Faculty/School policies and are error free.

- School compliance with University policies and procedures related to assessment; and
- Ensure that appropriate records of all assessment results, and component parts, are kept in accordance with University policy.

#### Duties include:

- Advise course coordinators new to (online) exams on examination technology, exam checking process and policies related to exams.
- Ensure that the exam technology chosen by course coordinator is suitable for the exam given.
- Get informed and trained on available exam/assessment format and technology.
- The Chief Examiner will check for exam paper errors and anomalies, incorrect wording, consistency of the exam paper layout, along with the content coverage as outlined in the Course Profile.
- The Chief Examiner cannot assume that the exam paper Reviewer (a designated discipline expert) has already thoroughly checked and identified all errors on the exam paper.
- The Chief Examiner should check for compliance with the relevant policy and procedures in the Policy and Procedure Library (PPL).

#### Other Duties:

- Responsibility for maintaining the checklists, used by the exam paper Reviewer and Course Coordinator, for checking Final Exam papers.
- Providing relevant guidance on exam paper matters to Course Coordinators as required.
- Making proposals, as and when needed, that will enhance the School's internal exam checking process, to the Director of Teaching & Learning and Head of School.
- Chief Examiners are responsible for ensuring all examinations set by Course Coordinators have been checked, and undertaken by a discipline peer where practicable. This process is to enable the minimisation of errors in examination content and provide assurance that the length of the examination is appropriate. If it is not practicable for a discipline peer to undertake the examination, then the School must ensure there is a process to enable the minimisation of errors.

#### Organisational Relationships

The position reports to the Director of Teaching and Learning.



For **business continuity** purposes, the responsibilities of this position will be handed to the Exam Paper Approver Lead or Support officer as relevant for the period of absence.

### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Course Credit Officer

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### DUTY STATEMENT

#### Primary Purpose of Position

The primary purpose of the position of Course Credit Officer is to share in the course credit assessment workload with the Deputy Director Teaching and Learning.

#### Duties include:

Manage and approve the course credit assessment seeking advice from the relevant Program Leaders where appropriate. Requests may be:

- for UQ students on exchange at overseas institutions.
- for articulation programmes with overseas institutions.
- for short-term exchange programmes.
- for students who have started in another institution and enrol at UQ.
- for UQ students who get cross-institutional arrangement to study in another Australian university to get credit towards their UQ degree.

The requests arrive to a dedicated economics undergraduate mailbox. The workload is shared approximately equally with the Deputy Director Teaching and Learning and any other Course Credit Officer(s).

#### Organisational Relationships

The position reports to the Director of Teaching & Learning. Any unresolved issue regarding split of course credit assessment workload is decided by the Deputy Head of School.

For **business continuity** purposes, the responsibilities of this position will be handed to the second Course Credit Officer for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Deputy Admissions and International Partnerships Lead

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### DUTY STATEMENT

#### Primary Purpose of Position

The Deputy Admissions and International Partnerships Lead has a leading role in supporting student recruitment and international partnerships activities and helps coordinate the activities of the Admissions and International Partnerships Advisors ('Advisors').

The Deputy Admissions and International Partnerships Lead may identify a specific division of labor in relation to the split of recruitment and international partnerships work among the Lead and the Advisors.

However, it is expected that the Lead, Deputy and the Advisors will deputise for and support each other in case of need.

Key duties and responsibilities include supporting the Admissions and International Partnerships Lead in their duties that include:

- Take a leading role in supporting student recruitment and international partnerships activities as managed by the BEL International Services Unit and BEL Marketing team, UQ Future Students and as directed by the HOS.
- Engage in a portfolio of activities to support the Lead.
- QETA liaison
- Advise on student recruitment and international partnerships strategy in liaison with the HOS, the BEL International Services Unit and the Advisors.
- Where required, chair the panel making recommendations on School based scholarships.
- Where required, attend and contribute to some domestic and international student recruitment events and presentations.
- Advise and support School representation at domestic and international recruitment events and presentations.
- Coordinate the inputs of the Admissions and International Partnerships Advisors and liaise with the BEL International Services Unit and BEL Marketing team and UQ Future Students to provide representatives at events and presentations.
- Negotiate and manage articulation arrangements and other partner collaboration activities as required, in collaboration with the BEL Faculty International Services Unit and the Advisors.
- Any other activity related to student recruitment and international partnerships, as identified by the Lead and HOS.

The role may involve some domestic and international travel.

#### Organisational Relationships

The position reports to the Head of School. The Admissions and International Partnerships Advisors report to this position.

For **business continuity** purposes, the responsibilities of this position will be handed to Admissions and International Partnerships Lead for the period of absence.

## 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Deputy Director of HDR Programs

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### Primary Purpose of the Position

The Deputy Director of HDR (Higher Degree by Research) Programs supports the Director of HDR Programs to provide academic leadership in HDR training and pathway programs. This includes working in partnership with the Graduate School to ensure the appropriate selection, progression, and development of HDR candidates in line with UQ policies and procedures. This role also includes membership of the BEL/HASS Scholarship Committee.

### Duties include:

- Formulate strategies, provide advice to supervisors, and oversee recruitment for high-quality HDR applicants.
- Provide local leadership on the HDR program and promote a collaborative partnership between the Graduate School, the School and other stakeholders.
- Support processes and activities to enhance the attraction, development, recognition, and progression of high-calibre HDR talent.
- Mentor, develop and support staff engaged in HDR advising.
- Seek opportunities to collaborate and forge HDR advisor networks within and external to UQ.
- Support a culture of continuous improvement and innovation in HDR supervision.
- Support and provide leadership on advisor development and training, working with the Graduate School and faculty, coordinating local training where needed.
- Meet with and induct all new Principal advisors.
- Provide update of any changes to HDR policy and procedures, as well as any other relevant information.
- Participate in making recommendations on applications for admission and scholarships, including rankings.
- Monitor and oversee candidate progression, including Progress Reviews, towards completion by all candidates in the enrolling unit.
- Coordinate and oversee local induction programs for HDR candidates that complement the UQ Graduate School's orientation program.
- Where required, assist the Dean of the Graduate School in resolving any candidature issues or grievances.
- Provide advice and information to supervisors on the coordination of the oral examination.

### Organisational Relationships

The role reports to the Director of HDR and works collaboratively with the ADR's office. The Dean of the Graduate School will also provide input into the annual appraisal of the DHDR.

For **business continuity** purposes, the responsibilities of this position will be handed to the Director of HDR Programs for the period of absence.

### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Deputy Director of Research & Impact Officer

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### DUTY STATEMENT

Deputise for the Director of Research as required.

Lead on or undertake work on discrete projects as and when directed by the Director of Research or the Head of School.

To encourage and strengthen efforts to create and develop research impact in the School.

### Duties include:

Key duties and responsibilities include supporting the Director of Research in their duties that include:

- Overall responsibility for strengthening the disciplinary and interdisciplinary School research environment and reputation under the direction of and in liaison with the Head of School.
- Oversight of research activities in the School.
- Oversight of HDR and research seminars activities in the School.
- Lead research and mentoring mechanisms in the School in liaison with the Head of School, and liaise with the Head of School in relation to research incentivisation.
- Lead School enhanced grant income capture, including identification of opportunities for the School. Relatedly, pro-actively identify and support large funding bids.
- Provide support for internal funding and fellowship opportunities.
- Provide research guidance and mentoring.
- Communicate Faculty and University research-related initiatives and opportunities back to the School staff as appropriate; lead on the implementation of such initiatives and facilitate actions related to such opportunities.
- Participate in the School Leadership Team meetings, School Committees and serve on Faculty and University committees, as required.

### Impact Duties include:

- Raise awareness and knowledge and provide guidance and mentoring in relation to research impact issues within the School and develop relevant expertise.
- Help lead the implementation of the School/Faculty research impact strategy.
- Help develop impact studies and the narratives for submission in ARC Engagement and Impact Exercises.
- Work with the UQ Liaison Librarian to advise academic staff on updating the UQ Impact Tracker System.
- Help administer internal funding process to support research impact studies development.
- Attend and contribute to appropriate School/Faculty/University forums/committees related to research impact, and where relevant attend external events to gather knowledge relevant to the School in relation to its research impact strategy.

In relation to the above activities, the Deputy Director of Research & Impact Officer can be expected to have a generic deputising duty, which extends to taking on a specific responsibility in relation to specific

projects or tasks in agreement with the Director of Research and as compatible to the time allocation of this role.

### **Organisational Relationships**

The position reports to the Director of Research.

For **business continuity** purposes, the responsibilities of this position will be handed to the Director of Research for the period of absence.

### **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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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



## Deputy Director of Teaching & Learning

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### DUTY STATEMENT

#### Primary Purpose of Position

The primary purpose of the position of Deputy Director of Teaching & Learning is to ensure the smooth running of the undergraduate programs at the School, to support the quality assurance and improvement of undergraduate programs and support the activities of the Director Teaching & Learning.

#### Duties include:

##### Course credit assessment

Manage and approve the course credit assessment seeking advice from the relevant Course Coordinators where appropriate. Requests come from:

- for UQ students on exchange at overseas institutions
- for articulation programmes with overseas institutions
- for short-term exchange programmes
- for students who have started in another institution and enrol at UQ
- for UQ students who get cross-institutional arrangement to study in another Australian university to get credit towards their UQ degree

The requests arrive to a dedicated economics undergraduate mailbox. The workload is shared approximately equally with any Course Credit Officer.

##### Teaching and Learning Committee member

The Deputy Director of Teaching & Learning will participate in the Teaching & Learning Committee, providing advice and working on discrete projects as requested by the Director of Teaching & Learning or HOS. In particular the role will include, in conjunction with the relevant Program Leader and Dual Degree Coordinators:

- Flag course profiles that are not informative enough.
- Flag any detected overlaps and inconsistency in our programme.
- Flag any drastic change in contents or level.
- Identify gaps and initiate discussions around new courses, as well as identify opportunities for course closures.
- Initiate new policy and procedures as necessary.

##### Programme review committees

The Deputy Director of Teaching & Learning will help with and may be asked to coordinate by the Director of Teaching & Learning or HOS, undergraduate program reviews for undergraduate programs managed by the School. This will be in conjunction with the relevant Program Leaders and Dual Degree Coordinators.

The Deputy Director of Teaching & Learning will help with, and may be asked to coordinate by the Director of Teaching & Learning or HOS, the School submissions to programmes where we teach (BAFE etc.) in conjunction with the relevant Program Reps.

### **Student advising**

The Deputy Director of Teaching & Learning will help undergraduate Program Leaders and Dual Degree Coordinators in giving academic advice and support to students on our courses; this may include:

- Face-to-face consultations, both scheduled (week 1 and 2 of semester 1 and 2) or by appointment.
- During events: such as BELWelcome, TSXPO, Open Day, Orientation.

### **Coordination of the Program Leaders**

The Deputy Director of Teaching & Learning will manage the undergraduate Program Leaders and Dual Degree Coordinators and their contribution to the Teaching and Learning Committee and student support. The Deputy Director of Teaching & Learning will coordinate the attendance of undergraduate Program Leaders and Dual Degree Coordinators at UQ Orientation, Open Day, Schools Day and other student engagement events.

### **Organisational Relationships**

The position reports to the Director of Teaching & Learning. Any unresolved issue regarding split of course credit assessment workload is decided by the Deputy Head of School.

For **business continuity** purposes, the responsibilities of this position will be handed to the Director Teaching & Learning for the period of absence.

### **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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Deputy Head of School

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### DUTY STATEMENT

#### Primary Purpose of Position

To assist the Head of School, the School Directors and other members of the Executive, in leading and managing the School, including acting as an advocate in the School, acting as a formal staff supervisor and helping in the implementation of the School and University Strategic Plans.

#### Duties include:

In addition to your substantive academic position description, the duties and responsibilities associated with the Deputy Head of School role include, but are not limited to:

#### Executive

- Assist the Head, as a member of the School Executive, in implementing the School strategic plan and in assisting in the formulation of relevant sub-strategies and updates on the School strategic plan.
- Perform a range of monitoring and advisory functions to support the Head in the operational management of the School.
- Assist the Head in managing the School's finances and in the supervision of academic and administrative staff.

#### Academic leadership

- Work with the Head, the School Directors and the School Executive in leading and managing the School, including chair the School Executive Committee in the Head's absence.
- Allocate duties to staff in an equitable manner to ensure effective and efficient performance of the School's education, research and service functions, where appropriate in liaison with the Head of School.
- Engage in supervision, development and mentoring of staff within the School, where appropriate in liaison with the Head of School and the School Directors.
- Advise on assessment extension and re-mark cases, and more generally advise on formal appeals and grievances by students where the Head of School is the decision maker.
- Help with and act as an advocate and as a role model for University and School strategy implementation across the School and beyond.
- Lead strategic initiatives and activities as delegated by the Head of School.
- Lead hiring activities where delegated by the Head of School.
- Lead student recruitment activities where delegated by the Head of School.
- Lead on and support collaborations with other Schools, Institutes or Centres as appropriate.
- Support cases of student integrity and misconduct as required.

#### Personal profile, service and engagement

- Maintain personal academic standing and credibility, including the pursuit of research and scholarship as well as some teaching at a level commensurate to the substantive Level D or Level E position and as appropriate to the amount of time allocated for these activities
- Represent the School on Faculty and University committees and working parties, and engage with outside organisations, groups and individuals as required.
- Any other duties as reasonably directed by the Head of School.

### Organisational Relationships

The position reports to the Head of School.

For **business continuity** purposes, the responsibilities of this position will be handed to the Workload Allocation Support Officer for workload matters; otherwise Head of School for the period of absence.

### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Director of HDR Programs

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### Primary Purpose of the Position

The Director of HDR (Higher Degree by Research) Programs is an academic staff member with substantial HDR advising experience and is the nominee of Head of School to provide academic leadership in HDR training and pathway programs. This includes working in partnership with the Graduate School to ensure the appropriate selection, progression, and development of HDR candidates in line with UQ policies and procedures.

### Duties include:

- Formulate strategies, provide advice to supervisors, and oversee recruitment for high-quality HDR applicants.
- Provide local leadership on the HDR program and promote a collaborative partnership between the Graduate School, the School and other stakeholders.
- Support processes and activities to enhance the attraction, development, recognition, and progression of high-calibre HDR talent.
- Mentor, develop and support staff engaged in HDR advising.
- Seek opportunities to collaborate and forge HDR advisor networks within and external to UQ.
- Support a culture of continuous improvement and innovation in HDR supervision.
- Support and provide leadership on advisor development and training, working with the Graduate School and faculty, coordinating local training where needed.
- Meet with and induct all new Principal advisors.
- Provide update of any changes to HDR policy and procedures, as well as any other relevant information.
- Make formal recommendations to the Dean of the Graduate School on applications for admission and scholarship, including rankings.
- Monitor and oversee candidate progression, including Progress Review processes, towards completion by all candidates in the enrolling unit.
- Coordinate and oversee local induction programs for HDR candidates that complement the UQ Graduate School's orientation program.
- Where required, assist the Dean of the Graduate School in resolving any candidature issues or grievances.

### Organisational Relationships

The role reports to the Head of School and works collaboratively with the HDR's office. The Dean of the Graduate School will also provide input into the annual appraisal of the DHDR.

For **business continuity** purposes, the responsibilities of this position will be handed to the Deputy Director of HDR Programs for the period of absence.

### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Director of Teaching and Learning (DT&L)

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### DUTY STATEMENT

#### Primary Purpose of Position

The Director of Teaching & Learning, under the direction of the Head of School, delivers high-impact teaching and learning in support of School, Faculty and University objectives.

#### Duties include:

- Leading the School's Teaching and Learning Committee and serving on the relevant School and Faculty Committees, School's Executive and Faculty's Board of Studies.
- Coordinating and chairing Teaching and Learning Committee meetings.
- Promoting and assuring excellence in teaching, learning and assessment.
- Ensuring the effective, efficient, and cohesive delivery of academic programs and the student experience.
- Ensuring the School upholds the highest standards of academic quality and integrity across all teaching and assessment modes.
- Managing the development, implementation, and evaluation of new educational programs, including compliance with relevant accreditors and regulatory bodies.
- Developing mechanisms to promote, recognise and reward excellence, innovation, leadership and agility in teaching and learning.
- Delivering robust frameworks for teaching and learning evaluation and ongoing improvement.
- Oversees the management and review of existing educational programs, including writing, publication and review of the quality assurance reports and ECPs, and implementation of relevant School Procedures.
- Oversees the coherence and quality of curriculum, pedagogy, and assessment in existing and new educational programs.
- Seeks information, input and advice beyond the Committee and the School to facilitate decision making and initiatives on teaching and learning issues.
- Maintains regular and ongoing communication with the Faculty Associate Dean (Academic) and other portfolio leaders, and academic advisors in the School in relation to teaching and learning, and student administration issues.

#### Organisational Relationships

The position reports to the Head of School

For **business continuity** purposes, the responsibilities of this position will be handed to the Deputy Director of Teaching & Learning for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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



## Director of Research (DoR)

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### Primary Purpose of the Position

The Director of Research (DoR), under the direction of the Head of School (HoS), is responsible for driving the School's Research and Innovation agenda and ensuring alignment with the Faculty and University's strategic and operational plans.

### Duties include:

- In collaboration with the HoS, developing and implementing the School's research and innovation strategy, to ensure alignment with UQ's priorities, the Faculty's priorities, schemes and a 'one UQ' approach to research impact and success.
- Leading School enhanced research income capture, including the proactive identification of funding opportunities for the School.
- Strengthening the disciplinary and interdisciplinary School research and innovation environment and reputation under the direction of, and in liaison with, the HoS, key Faculty office-holders (Exec Dean, Associate Dean Research and Facilities and Infrastructure) and key Research and Innovation leaders (DVCRI, PVCs, Directors).
- Developing and implementing the School's research performance and mentoring mechanisms in alignment with Faculty and University-wide initiatives.
- Implementing, evaluating and/or revising research incentivisation schemes in alignment with Faculty and University-wide initiatives, to ensure their overall efficacy, in terms of affordability; transparency; fairness; and avoiding unintended consequences.
- Leading and chairing the School's Research Committee and contributing to School Governance frameworks.
- Tracking and evaluating the School's research performance to ensure alignment with the goals of the University including in the scholarship of teaching and learning.
- Ensuring the school upholds the highest standards of research and academic integrity.
- Implementing School-based readership schemes to ensure the highest quality funding submissions, and the promotion of other peer-review mechanisms among School researchers.

### Organisational Relationships

The position reports to the Head of School.

For **business continuity** purposes, the responsibilities of this position will be handed to the Deputy Director of Research & Impact Officer for the period of absence.

### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Diversity, Inclusion and Wellness Officer and RAP Lead

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### DUTY STATEMENT

Lead initiatives and provide advice and support on matters relating to diversity and inclusion and RAP as well as staff welfare in the School.

#### Duties include:

- Act as an advocate for diversity and inclusion within and for the School.
- Highly desirable to nominate as the School's academic representative on the BEL Equity, Diversity and Inclusion committee.
- Advise on actions that may be taken in the context of improved diversity and inclusion in the School, e.g. gender diversity, the Disability Action plan and the Reconciliation Action Plan.
- Propose and lead in initiatives to improve gender balance and diversity in student recruitment.
- Advise on actions to improve staff wellness, in liaison with the Faculty Health, Safety and Wellness Manager and School staff as required.
- Provide a point of support for/feedback from staff and students on diversity, inclusion, and wellness matters.
- Identify, engage and work with internal and external stakeholders to pursue initiatives.
- Perform any other relevant duties as directed by the Head of School.

### Organisational Relationships

The position of Diversity, Inclusion and Wellness Officer and RAP Lead will report to the Deputy Head of School, and requires liaison with the Faculty Health, Safety and Wellness Manager, the School Leadership Team, the Admissions and International Partnerships Lead, and relevant School, Faculty and University teams, such as the UQ Cultural Inclusion Council.

For **business continuity** purposes, the responsibilities of this position will be handed to the Admissions and International Partnerships Lead for anything student related or to the Deputy Head of School for anything staff related, for the period of absence.

### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Employability and Placement Officer

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### DUTY STATEMENT

The Employability and Placement Officer will take a lead role in initiatives to improve the employability and the graduate employment outcomes of Economics students. This role includes coordinating WIL courses.

#### Duties include:

- Liaising with the Director of Teaching & Learning, HOS and BEL SET team as required, lead on initiatives to improve the provision of quality employability experiences and graduate outcomes for Economics students.
- To liaise and work with the BEL Faculty, especially BEL SET and Advancement, and with relevant student societies, including the Student Staff Liaison Committee regarding employability matters related to the School.
- To liaise and work with relevant organisations within UQ, especially UQ Student Employability Centre regarding employability matters related to the School.
- To assist with course and program design regarding employability matters if required.
- To act as course coordinator for and deliver any work integrated learning courses in programs administered by the School of Economics, as required.
- To sit on the Teaching and Learning Committee and the Student Staff Liaison Committee to represent and advocate student employability related as required.
- To advise on program reviews on employability related matters as required.
- To work on discrete projects as required by the HOS on employability related matters.

### Organisational Relationships

The position reports to the Head of School and is also expected to work closely with the Director of Teaching & Learning.

For **business continuity** purposes the responsibilities of this position will be handed to the Director Teaching and Learning for the period of absence.

### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Events Organiser

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### DUTY STATEMENT

#### Primary Purpose of Position

The Events Organiser will work in close partnership with BEL Faculty marketing team to organise school events such as Colin Clark Lecture and Thought Leadership Series.

#### Duties include:

- Organise school events including attending events on the day and being the lead.
- Selection and coordination of speakers.
- Confirms suggested dates by BEL Marketing team.
- Other ad hoc events as requested by the Head of School.

#### Organisational Relationships

The position reports to the Head of School.

For **business continuity** purposes, the responsibilities of this position will be handed to a Project Advisor for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Experimental Lab Manager

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### DUTY STATEMENT

#### Primary Purpose of Position

The Experimental Lab Manager will be responsible for managing all aspects of the experimental laboratory.

#### Duties include:

- Ensure that the experimental laboratory is fully functional and operational for the conduct of experimental economics research, liaising with the Research and Operations Assistant as required.
- Have joint responsibility for booking requests and liaise with relevant member of professional staff.
- Recruitment to the experimental subject pool.
- Oversight of the participation platform (SONA).
- BESC seminar series coordinator.
- Provide updates on the software requirements for the laboratory, and any other updates about IT requirements.
- Provide relevant guidance to users with respect to laboratory use, including sample ethical application material for standard economic experiments.
- Any other duties associated to behavioural and experimental research within the School, as identified by the BESC Director, Director of Research or Head of School.

#### Organisational Relationships:

The Experimental Lab Manager reports to the BESC Director.

For **business continuity** purposes, the responsibilities of this position will be handed to the BESC Director for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

#### Handover

Email address: [econexp@uq.edu.au](mailto:econexp@uq.edu.au) is relevant to this role.

## HDR Panel Chair

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### DUTY STATEMENT

#### Primary Purpose of Position

The primary purpose is to act as the Chair for HDR Progress Reviews. The secondary purpose is to be part of the HDR Selection Panel (made of 3-4 panel members) that makes recommendations on HDR student admission and scholarships.

#### Duties include:

- Acting as the Chair for HDR Progress Reviews, which includes completing the Chair's report after the meeting has taken place.
- Participate in making recommendations on applications for admission and scholarships, including rankings. The role may also be assigned further tasks related to the HDR program by the Director of Research or the Head of School, or as determined by the School in the light of changes in the program.

#### Organisational Relationships

The position reports to the Director of HDR Programs

For **business continuity** purposes, the responsibilities of this position will be handed to another HDR panel member for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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



## Head of School

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### Primary Purpose of the Position

The Head of School is responsible for enacting the School, Faculty and UQ vision, cultivating collaborative and productive relationships and delivering outstanding results across the core activities of the School.

Key requirements and leadership capabilities include:

- developing and implementing an aspirational School vision and strategy, in alignment with UQ and the Faculty's strategic objectives;
- fostering an inclusive and collegial School culture, which supports and is underpinned by the University's values;
- promoting innovative pedagogy and exceptional student experiences and outcomes;
- delivering and sustaining a strong school and personal track record of research excellence and high-impact research outcomes;
- cultivating and empowering high-performance, collegial and inclusive teams and talent;
- forging productive, collaborative partnerships that deliver strategic value;
- effectively managing school governance structures and resources, processes and key administrative activities; and
- building School resilience, adaptability and receptiveness to change.

### The Head of School is responsible for:

#### Strategy

- developing and implementing aspirational School strategy, in alignment with UQ and the Faculty's vision and strategic objectives;
- developing and maintaining strategic and academic planning functions, including setting goals, targets and key performance indicators in the context of University and Faculty or Institute strategic and operational plans;
- representing the interests and needs of the University to the School and to the external community;
- representing the interests and needs of the School to the University through membership on the Academic Board, Faculty Board(s) and other University groups and committees;
- internationalising the School in ways that augment the disciplines within the School and align with UQ policy;
- maintaining effective relationships with graduates, alumni, and their employers;
- establishing and maintaining productive links with offshore sources of international students; and promoting collaboration with other Schools or Centres where appropriate

#### Leadership

- supporting the Executive Dean to deliver Faculty-wide strategy and initiatives;
- managing core human resources activities
- allocating duties to staff in accordance with workload allocation policy and frameworks, to ensure equitable workload distribution and the effective performance of the teaching, research and service functions;
- nominating appropriate appointees as Adjunct or Honorary academic appointees and involving them effectively in University and School life;
- supervising and working in partnership with the School Manager, Deputy HoS, School portfolio holders and other direct reports; and accepting delegated tasks where applicable.

#### Operational Management

The HoS, supported by the School Manager and/or other senior staff, is responsible for:

- Formulate and oversee the School's annual Operating Budget and load planning, including three-year forward projections of School income and expenditure, in consultation with the Senior Management Accountant and Faculty Finance Manager
- pursuing opportunities to increase revenue, including as appropriate (but not limited to) attracting full fee-paying students;
- developing links and partnerships with business and industry;
- increasing external funding through grant success and philanthropy; and
- commercialising the results of research and intellectual property;
- managing and maintaining School or centre space and infrastructure resources;
- contributing to Faculty and UQ reporting processes, including the provision of school data and other information to relevant University authorities; and protecting intellectual property.

### **Academic Endeavours**

The HoS, supported by other academic leaders, is responsible for:

- providing academic leadership and maintaining personal academic standing, including the pursuit of research, scholarship and teaching;
- encouraging excellence in teaching and learning through effective delivery of courses and programs owned by the School; enabling positive student experiences and outcomes; providing quality advice and support for these students;
- fostering a collegial and collaborative research, supervision and researcher development, teaching and citizenship/service culture;
- promoting collaboration with other Schools, Centres, Faculties and organisations, domestically and internationally, to ensure forward momentum for the School's discipline and inter-disciplinary endeavours;
- remaining abreast of relevant disciplinary directions, emerging research and other factors which may have implications for the research and teaching direction of the School;
- ensuring that Higher Degree by Research and Early Career Academics are supported, encouraged and appropriately supervised and mentored;
- initiating and revising course and program offerings;
- supporting and protecting the academic freedom of School staff;
- maintaining effective linkages to government departments and authorities, and ensuring relevant University leaders and stakeholders are informed of this contact;
- forging and maintaining productive relationships and research partnerships with business, commerce and industry organisations relevant to the School or Centre's research endeavours.

### **Risk Management & Governance**

The HoS is responsible for:

- promulgating, implementing and adhering to University policies;
- where required, developing School-level procedures, operational plans and governance frameworks;
- establishing and maintaining a suitable organisational, executive and committee structure, which supports effective decision-making and appropriate delegations;
- complying with the University Enterprise Agreement and policies;
- developing and maintaining quality assurance processes, particularly in relation to teaching, research and the supervision of students; and
- promoting and demonstrating the requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S developed by the University.

### Organisational Relationships

The Head of School reports to the Executive Dean.

For **business continuity** purposes, the responsibilities of this position will be handed to the Deputy Head of School for the period of absence.

### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Masters Dissertations Coordinator

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### DUTY STATEMENT

#### Primary Purpose of Position

The primary purpose of the position of the Masters Dissertations Coordinator is to ensure the smooth running of the postgraduate dissertation programs in the School.

#### Duties include

- Provide program information prior to enrolment for future students – in conjunction with the subject specialist or appropriate program leader.
- Act as Course Coordinator for ECON7930/33/34, which includes providing lectures.
- Appoint examiners for coursework Masters theses (e.g. ECON7930/33/34) and lead the development and implementation of assessment criteria for evaluating dissertations.
- Assist and ensure students obtain a supervisor allocation for ECON7930/33/34.
- Provide conflict resolution assistance to students and supervisors prior to any formal processes being instigated.

#### Programme review committees

The Masters Dissertations Coordinator will help with and may be asked to coordinate by the Director of Teaching & Learning or Head of School, postgraduate program reviews for postgraduate programs managed by the School. This will be in conjunction with the relevant Program Leaders.

#### Organisational Relationships

The position reports to the Director of Teaching and Learning.

For **business continuity** purposes, the responsibilities of this position will be handed to Deputy Director T&L.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Member BEL LNR Ethics Committee

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### DUTY STATEMENT

#### Primary Purpose of Position

The BEL LNR (Low and Negligible Risk) Ethics Committee Member will be responsible for full participation in the activities of the BEL LNR Ethics Committee, reviewing research involving humans that is not greater than low or negligible risk, ie:

**Low Risk:** A project in which the only foreseeable risk is one of discomfort. If there is any chance that the research may result in anything more serious than discomfort, the research cannot be called low risk.

**Negligible Risk:** A project in which there is no foreseeable risk of discomfort or harm and if there is any foreseeable risk, it will not be of more than inconvenience. If there is any chance, no matter how small, that the risk will exceed inconvenience, then the research cannot be classified as being of negligible risk.

UQ's LNR Subcommittees are formal Subcommittees of the UQ's HRECs.

#### Duties include

- Fully participate in the responsibilities and functions of the BEL LNR Ethics Committee, in ethical review of research involving humans that is not greater than low or negligible risk.
- Attend all committee meetings of the LDR subcommittee and participate accordingly.
- Review applications for regulatory compliance, in particularly the National Statement on Ethical Conduct in Human Research regarding human subject participating/involved in the research.
- Liaise between the School of Economics and BEL LNR committee chair as required.

#### Membership lapses if a member

- Fails to attend three consecutive meetings without reasonable excuse/apology or exceptional circumstances; or
- Fails to attend at least two thirds of all scheduled LNR Subcommittee meetings in each year, barring exceptional circumstances; or
- Is unavailable to review LNR applications on more than three consecutive occasions without reasonable excuse or exceptional circumstances.

The appointment of any member of the LNR Subcommittee may be terminated if the Chairperson is of the opinion that:

- It is necessary for the proper and effective functioning of the Subcommittee;
- The member is not a fit and proper person to serve on the Subcommittee; or
- The member has failed to carry out their duties as a Subcommittee member.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Member of LCPC – Level C

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### DUTY STATEMENT

#### Primary Purpose of Position

Confirmation and Promotion Committees are required to ensure that all assessment of applications for Confirmation and Promotion of Academic Staff are undertaken in accordance with the Criteria outlined in this policy, noting the requirement to use judgement where relevant in accordance with the identified principles.

#### Duties include:

- Make recommendations to the Chair regarding the confirmation of staff at Academic Level A-D and applications for promotion to Academic Level C and D.
- Review all documentation sent by the CAP Secretary prior to each LCPC meeting for any mid-term, final review and promotion applications due to come before the BEL LCPC.
- Attend all LCPC meetings to consider/discuss applications and make recommendations to the Chair, this includes interviewing applicants for final review and promotion.
- Attend any LCPC member training or information sessions as required.
- Complete all tasks in line with UQ's academic confirmation and promotion process principles (as per Section 2 in the Confirmation and Promotions (Academic Staff) Policy (PPL 5.41.03))
- Maintain confidentiality, including the contents of application documents, any disclosures made by the applicant during the interview process, and committee deliberations.

#### Organisational Relationships

The position reports to the Chair of the LCPC and the Executive Dean.

The committee members serve on the Committee for a period of three years.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Misconduct Committee member

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### DUTY STATEMENT

#### Primary Purpose of Position

Misconduct Committee members has one main role.

- Hear matters referred to the Committee by an Academic Integrity Officer.

As this is a clearly defined role within the UQ academic jurisdiction, any incoming Misconduct Committee member must keep themselves fully informed of UQ policy in the area. The best source of information on the role is UQ [PPL 3.60.04 Student Integrity and Misconduct](#), in particular, *Procedure 3.0 How a Misconduct Body hears and decides allegations*. Any staff member appointed to the role should also undertake the training provided to Misconduct Committee members by the central Student Complaints and Grievance Resolution Unit.

#### Organisational Relationships

The position reports to the Deputy Head of School.

For **business continuity** purposes, the responsibilities of this position will be handed to the Deputy Director of Teaching & Learning for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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



## PhD Colloquium Coordinator

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### DUTY STATEMENT

#### Primary Purpose of Position

The PhD Colloquium Coordinator is responsible for ensuring the smooth and successful running of the PhD Colloquium and the quality of colloquium training for the PhD for the School.

#### Duties include:

The PhD Colloquium Coordinator organises the colloquium, including:

- Arranging the time and venue in collaboration with the School Research and Operations Officer.
- Ensuring the details of upcoming student presentations are communicated to all staff.
- Arranging the PhD colloquium program, encouraging a broad disciplinary coverage (economic theory, econometrics & applied economics).
- Keeping track of the schedule.
- Attending and commenting on all presentations.

A standard provision for the PhD Colloquium each year would normally include the following:

- Each first year HDR student will be given the opportunity to make at least one presentation of recent papers of outside researchers that are thought to be high quality and possible springboards for thesis research.
- If there are available slots, others may also make presentations as deemed appropriate by the PhD Colloquium Coordinator. Priority will be given to HDR students at any level; then to early career academics; and lastly to other staff.
- Coordination will be required with the Seminar Coordinator to avoid clashes.
- PhD Colloquiums will be advertised as soon as possible to help maximise attendance.

#### Organisational Relationships

The position reports to the Director of HDR Programs.

For **business continuity** purposes, the responsibilities of this position will be handed to the Director of HDR Programs for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Program Leaders

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### DUTY STATEMENT

#### Primary Purpose of Position

The primary role of the Program Leaders is to ensure the teaching programs of the School are maintained to a high level of quality. The Head of School entrusts the Program Leaders with the responsibility of promoting their respective programs. More specifically, the Program Leader will oversee the implementation of School policies with respect to the assurance of teaching and learning outcomes and play a lead role in the review and development of course and program content for the Program.

#### Duties include:

##### Management and administration of the program

- Liaison with course coordinators, other program coordinators, the Head(s) of School(s), the Director of Teaching & Learning, and the Faculty team where appropriate, including taking part in program level or course level review committees as needed; ensuring the quality of the program and its constituent courses through oversight of curriculum, assessment, and pedagogy for the program and its constituent courses (including review of course profiles), especially in relation to program coherence, academic standards and graduate attributes, and reporting on the program at the School's Teaching and Learning Committee meetings and other meetings when appropriate; providing oversight of course offerings and timetabling to ensure student progression in liaison with the professional team and Coordinators as appropriate.
- Alignment of the program and its constituent courses with Faculty and University policies and strategic objectives (e.g., employability, internationalisation of the curriculum, the incorporation of flexible learning options, and the recognition of indigenous knowledge); lead periodic evaluation and implementation of the recommendations from Academic Board, under the PPL 3.30.05 Academic Program Review, of the program. Prepare and submit progress implementation reviews.

##### Monitoring and supporting the student learning experience

- Leading the development of the program with access to regular SECATS information, the AUSSE, the CEQ and the Graduate Destination survey outcomes; assisting with course advice for enrolled students in coordination with the professional team; assisting with careers advice associated with the program and its potential graduate outcomes; including (for undergraduate students) Honours and further studies options.
- Generally supporting student welfare in the program by being available regularly for student advising, assisting with induction, and other program activities, as appropriate.

##### Dealing with external stakeholders/other responsibilities

- Liaison with external stakeholders, including professional associations, potential employers of graduates, graduates and alumni, secondary schools, and accreditation and registration authorities

where appropriate; ensuring the program is accurately and effectively promoted in University materials (e.g., websites) and attending relevant University events (e.g., Orientation and Open Day).

- Any other relevant duties as indicated by the Head of School or the Director of Teaching & Learning.

### Organisational Relationships

The position reports to the Director of Teaching and Learning as appropriate and sits within the Director of Teaching & Learning team.

For **business continuity** purposes, the responsibilities of this position will be handed to DT&L or delegate as appropriate for the period of absence.

### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Program Representatives

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### DUTY STATEMENT

#### Primary Purpose of Position

The primary role of the Program Representatives ('Reps') is to ensure the teaching programs that the School contributes to are maintained to a high level of quality. The Head of School entrusts the Program Reps with the responsibility of promoting their respective programs. More specifically, the Program Reps will oversee the implementation of School policies with respect to the assurance of teaching and learning outcomes and contribute to the review and development of course and program content for the Program. The Program Rep is a member of academic staff and expected to maintain a teaching and research or teaching focused portfolio appropriate to the individual level of appointment.

#### Duties include:

##### Management and administration of the program

- Liaison with course coordinators, other program coordinators, the Head(s) of School(s), the Director of Teaching & Learning, the relevant Undergraduate or Postgraduate Coordinator, and the Faculty team where appropriate, including taking part in program level or course level review committees as needed; ensuring the quality of the program and its constituent courses through oversight of curriculum, assessment, and pedagogy for the program and its constituent courses, especially in relation to program coherence, academic standards and graduate attributes, and reporting on the program at the School's Teaching and Learning Committee meetings and other meetings when appropriate.
- Supporting as required the alignment of the program and its constituent courses with Faculty and University policies and strategic objectives (e.g., employability, internationalisation of the curriculum, the incorporation of flexible learning options, and the recognition of indigenous knowledge); participating in periodic evaluation and implementation of, under the PPL 3.30.05 Academic Program Review, of the program. Prepare and submit Academic Program Review implementation plans,

##### Monitoring and supporting the student learning experience

- Leading the development of the program with access to regular SECATS information, the AUSSE, the CEQ and the Graduate Destination survey outcomes; assisting with course advice for enrolled students in coordination with the professional team; assisting with careers advice associated with the program and its potential graduate outcomes; including (for undergraduate students) Honours and further studies options.
- As required, generally supporting student welfare in the program through being available regularly for student advising, assisting with induction, and other program activities, as appropriate.

##### Dealing with external stakeholders/other responsibilities

- Liaison with the academic unit that leads on the program as applicable and if applicable liaise with any other academic unit contributing to the program; ensure that the economics part of the program

is accurately and effectively promoted in University materials (e.g. websites) and attending relevant University events (e.g. Orientation and Open Day).

- Any other relevant duties as indicated by the Head of School or the Director of Teaching & Learning.

### **Organisational Relationships**

The position reports to the Director of Teaching and Learning as appropriate and sits within the Director of Teaching & Learning team.

### **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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Project Advisors

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### DUTY STATEMENT

#### Primary Purpose of Position

The Project Advisors are a resource for the Head of School to call on to work on discrete projects for the School.

#### Duties include:

- Working on discrete projects as required by the Head of School, Deputy Head of School or one of the School Directors. The allocation of projects will be determined according to workloads and the School workload policy.

#### Organisational Relationships

The position reports to the Head of School.

For **business continuity** purposes, the responsibilities of this position will be handed to the relevant School Director or the Admissions and International Partnerships Lead as appropriate for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Research Committee Representative

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### DUTY STATEMENT

#### Primary Purpose of Position

The Research Committee Representatives are required to attend and participate on the Research Committee as per the agreed Terms of Reference.

#### Duties include:

- Attend and participate in all meetings throughout the year as scheduled.
- Actively contribute to meeting discussions and report as required.
- Any other duties as assigned by the Director of Research that relate to this committee.

#### Organisational Relationships

The position reports to the Director of Research.

For **business continuity** purposes, the responsibilities of this position will be handed to another Research Committee representative as appropriate for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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



## Seminar Coordinators

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### DUTY STATEMENT

#### Primary Purpose of Position

The Seminar Coordinators will liaise with the School Research and Operations Officer and the Deputy Director Research & Impact Officer to organise and coordinate seminars in the School in their defined discipline seminar series.

#### Duties include:

- Arrange a seminar program in their defined seminar series.
- Ensure that a list of seminars for the semester is advertised at the beginning of each semester (via email and online). Any changes will be communicated as early as possible thereafter.
- Nominate a host for each in-person seminar speaker and provide the host with their duty guidelines
- Ensure that the seminar series has the maximum positive impact on the School reputation and research environment within the context of the School strategy.
- Work with the other Seminar Coordinators to ensure there are no timetabling clashes, or over capacity for weekly schedules for seminars. This is managed through a shared file/calendar.
- Work with the Research and Operations Officer and the Deputy Director of Research & Impact Officer to ensure that seminar visits are kept within budget guidelines.

#### Organisational Relationships

The Seminar Coordinators report to the Deputy Director of Research & Impact Officer.

For **business continuity** purposes, the responsibilities of this position will be shared by other Seminar Coordinators or a nominated colleague from the relevant discipline area for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Staff Hiring Officer

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### DUTY STATEMENT

#### Primary Purpose of Position

Assist in the assessment and recommendation for the best applicant to fill a position to meet strategic objectives and/or operational requirements of UQ.

#### Duties include:

- Actively participate in a recruitment, selection and appointment processes, including taking the additional role of AEA Panel Selection Member.
- Identify expert reviewers from within the school for the process.
- Liaise closely with UQ recruitment around the whole recruitment process and use of JOE.
- Declare and appropriately manage conflicts of interest where applicable.
- Respect confidentiality of all documents and discussions relating to individual applicants.
- The AEA Junior Hiring process is for the Nov-Jan period of the calendar year this role is allocated to.

#### Organisational Relationships

The staff hiring officer reports to the Head of School.

For **business continuity** purposes, the responsibilities of this position will be shared by the AEA Selection Panel Members for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Tutor Selection Panel Chair

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### DUTY STATEMENT

#### Primary Purpose of Position

The primary purpose of the Chair of the Tutor Selection Panel ('Chair') is to lead on the recruitment, training and monitoring of the School's tutors.

**Semester 1** Chair's key duty is to organise and manage the **Tutor Training Day** held in February each year, with the support of Senior Officer, Academic Administration (SOAA) and Tutor Selection Panel Officers ('Officers'). The main tasks include:

- Design the program for the Tutor Training Day and the follow-up meeting a few weeks later.
- Assign Officers, tutor trainees, and experienced tutors to teaching and marking fields.
- Provide guidance and training to Officers to run parallel field sessions.
- Coordinate the production of teaching and marking resources for each field.
- Maintain the Blackboard Tutor Training Day site.
- Update the Tutor Handbook to embed new policies and new administrative and teaching practices.
- Run the plenary sessions
- Design and deploy the Tutor training day survey on Blackboard; based on survey results, evaluate effectiveness of Training Day and suggest improvements for the following year.
- Review past year tutors' performance to select Tutor teaching award winners to be celebrated during the Tutor Training Day.
- Run the follow-up meeting a few weeks after

**Semester 2** Chair's key duty is to organise and manage the **recruitment of new tutors**, held in November-December each year, with the support of SOAA and Officers. The main tasks include:

- Determine the number of new tutors required for the following year (taking into account the number of returning tutors, and estimated enrolment); identify courses with large needs of new tutors to define the priority fields of interviews.
- Review recruitment documents prior to advertising on UQ Jobs.
- Coordinate review of applications and short listing of applicants for interviews.
- Design the interview schedule.
- Assign Officers, and candidates to interview fields, based on School's needs and candidates' preferences; invite relevant course coordinators; form interview groups.
- Provide guidance and training to Officers to run interviews.
- Coordinate the production of material (articles for each field) for the group interviews.
- Chair some of the interviews, while Officers (in pairs) chair the rest of the interviews.
- Review candidates' interview scores and create the list of successful applicants to be submitted to HOS to confirm tutor casual appointments.

- Provide recommendations to SOAA on the most suitable new tutors to allocate to courses with large needs, based on the candidates' rankings in the appropriate interview field.

**During the year**, the Chair's duties include:

- Monitor tutor evaluations at the end of each semester and speak with individual tutors with SETutor below 4.0.
- Address any concerns that SOAA may raise regarding issues related to tutors (issues tutors have with the course coordinator or issues course coordinators have with their tutor).
- Attend the Teaching and Learning Committee meetings, when relevant.

### **Organisational Relationships**

The Chair reports to the Director of Teaching & Learning. Tutor Selection Panel Officers report to the Chair.

For **business continuity** purposes, the responsibilities of this position will be handed to the Tutor Selection Officers for the period of absence.

### **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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Tutor Selection Panel Officer

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### DUTY STATEMENT

#### Primary Purpose of Position

The primary purpose of the position of the Tutor Selection Panel Officer ('Officer') is to assist the Tutor Selection Panel Chair ('Chair') with the recruitment and training of the School's tutors.

#### Tutor Selection Panel Officers Semester 1:

The Officer assists the Chair with organisation and running of the **Tutor Training Day** held in February each year (with the Senior Officer, Academic Administration (SOAA)). The duties include:

- Assist in assigning tutor trainees to teaching and marking fields and in forming groups.
- Undertake training with Chair to run parallel field sessions.
- Contribute to the production of teaching and marking resources for each field and liaise with relevant course coordinators; populate the Tutor Training Bb site with resources.
- Run the parallel field sessions.
- Based on survey results, evaluate effectiveness of Training Day and suggest improvements for the following year.

#### Tutor Selection Panel Officers Semester 2:

The Officer assists the Chair with organisation and running of the **recruitment of new tutors**, held in November-December each year, with the support of SOAA. The main duties include:

- Review of applications and short listing of applicants for interviews.
- Assign candidates to interview fields, based on School's needs and candidates' preferences; invite relevant course coordinators; form interview groups.
- Undertake training with the Chair to run interviews.
- Coordinate the production of material (articles for each field) for the group interviews.
- Chair (in pairs) some tutor interviews.

#### Organisational Relationships

The Tutor Selection Panel Officers report to the Tutor Selection Panel.

For **business continuity** purposes, the responsibilities of this position mean that Tutor Selection Panel Officers **must** be available for the recruitment and training period of the year.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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

## Workload Allocation Support Officer

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### DUTY STATEMENT

#### Primary Purpose of Position

The Workload Allocation Support Officer will assist the Head of School and the Deputy Head of School in relation to workload allocation matters.

#### Duties include:

- Advise on revisions to the workload allocation model.
- Revise the workload allocation spreadsheet tool as required to ensure compliance with the workload allocation model.
- Advise on changes in the workload allocation if requested.
- Any other duty related to the workload allocation as advised by the Head of School or Deputy Head of School.
- Use staff teaching preferences and other relevant information to prepare the first draft of the workload allocation for the following year.

#### Organisational Relationships

The position reports to the Deputy Head of School.

For **business continuity** purposes, the responsibilities of this position will be shared by other Workload Allocation Support Officers for the period of absence.

#### 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 Staff Code of Conduct \(PPL 1.50.01\)](#)
- 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 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