THE UNIVERSITY OF QUEENSLAND

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

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

**Faculty of Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at [www.medicine.uq.edu.au](http://www.medicine.uq.edu.au).

The UQ Northside Clinical Unit is one of the teaching and research Clinical Units of the School of Clinical Medicine. Based at The Prince Charles Hospital, Metro North Hospital and Health Service, the campus has a productive track record of achievement in biomedical research. The range of research encompasses the broad spectrum of clinical and translational research activity, including in cardiology, respiratory medicine, critical care and emergency medicine, general medicine, gastroenterology, geriatrics, cardiothoracic surgery, general surgery, orthopaedics, paediatrics, mental health, palliative care, rehabilitation and links to community and primary care. UQ research centres at the UQ Northside Clinical Unit have an excellent profile of publications, grants, HDR students and impact both internationally and nationally.
Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to provide high-level research management in the UQ Northside Clinical Unit, School of Clinical Medicine. The position will provide high-level management and administrative support for the School’s research centres and UQ research activity at The Prince Charles Hospital. Responsibilities include management of UQ research governance processes on the campus, human and physical resource management (including UQ laboratory space), and development and implementation of strategies to maximise research outcomes and partnerships for UQ on the campus and beyond.

Duties

Duties and responsibilities include, but are not limited to:

Research management

- Support the Head of the UQ Northside Clinical Unit and its staff to develop, foster and manage UQ research activities on The Prince Charles Hospital campus, to enhance the profile and impact of both the University and the hospital.
- Facilitate the Clinical Unit to attract and retain high quality researchers, research staff and research students (including Summer scholarship students, Honours students, MPhil students and PhD students).
- Support the preparation of successful grant and other funding applications by researchers in the Clinical Unit, by advising on opportunities for research funding, and and strategies for development of projects.
- Advise and manage members of the research teams and the University to achieve effective grant submissions (eligibility, compliance, grantsmanship, approvals) and post-award administration (ethics and governance, financial management systems, ordering systems, HR and recruitment, quality assurance, annual performance appraisals of staff, reporting).
- Providing advice to researchers on the terms and conditions governing the award and operation of different types of grants
- Provide project management advice for researchers in the Clinical Unit.
- Oversee all internal and external reporting on research outputs from UQ researchers in the Clinical Unit.
- Oversee UQ research facilities on The Prince Charles Hospital campus (including laboratory space), to ensure safe, compliant and high quality work is being performed by the UQ research teams.
- Be the first point of contact for research teams regarding UQ research facilities, for troubleshooting short and long term issues relating to physical facilities and the research environment, including OHS and structural issues.
- Advising research staff and students on completing risk assessments, travel forms and other university research processes.
• Build and maintain key internal and external partnerships, in particular with the hospital, UQ academic title holders, other university centres, national and international collaborators, UniQuest, UQ Research & Innovation, Research Partnership and Contract Managers, and UQ Advancement.
• Support activities relating to intellectual property, legal/contracts and commercialisation.
• Any other research management duties as reasonably directed by the Head of the Clinical Unit.

Administration
• Work with the Faculty of Medicine to prepare and maintain registers of researchers, students, grants, publications and other outputs from the Clinical Unit
• Check grant and other funding submissions for eligibility, compliance and general grantsmanship, to advice the Head of the Clinical Unit for approval to submit through the University.
• Check appointment and re-appointment applications for research staff of the Clinical Unit, to advice the Head of the Clinical Unit for approval to submit through the University.
• Monitor budgets, expenditure, reporting and compliance with University and funding body guidelines by research teams in the Clinical Unit.
• Monitor and ensure safe and effective HR practices by research teams in the Clinical Unit, including development of position descriptions, manage of recruitment and performance, and annual appraisals.
• Meet regularly with the UQ research teams of the Clinical Units to engage on strategic and operational issues related to research.
• Assist Faculty of Medicine staff from School of Clinical Medicine, finance, HR, OHS, facilities, academic titles, research partnerships and other units to facilitate the effective research operations of the Clinical Unit.
• Meet regularly with the Faculty of Medicine OHS and facilities officers, and hospital corporate facilities staff, to ensure appropriate standards of UQ research facilities (including laboratories and equipment) on the campus.
• Management and maintenance of websites relating to the research work of the Clinical Unit.

Finance
• Oversee financial administration undertaken by research teams in the Clinical Unit.
• Advising on financial processes for research teams, including salary levels, management of finances and financial report by research teams, in accordance with relevant University policy
• Assisting with the preparation of regular financial reports of the research teams, based on information from the Faculty of Medicine
**Research activities**

- Undertake research projects within the UQ Northside Clinical Unit (up to approximately 25% of time within the appointment, by negotiation and agreement with the Head of the Clinical Unit)

**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 of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**

The position reports to the Head, UQ Northside Clinical School, School of Clinical Medicine, Faculty of Medicine, The University of Queensland.

**SELECTION CRITERIA**

**Essential**

- Qualifications and training equivalent to postgraduate qualifications or progress towards postgraduate qualifications in research, or extensive research/management experience and expertise, or an equivalent combination of relevant research management experience and/or education/training.
- Ability to prioritise own workload, work independently and meet deadlines.
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person.
- Sound knowledge and understanding of research management principles and University policies and procedures.
- Ability to monitor research teams and research processes, including HR, budgets, grant applications, research reports and other performance outputs.
- Experience in the use of a wide range of computer applications in a network environment.

**Desirable**

- Experience and success with undertaken biomedical research in a university or hospital environment.
The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.