POSITION DESCRIPTION

Position Title: Project Coordinator
Organisation Unit: School of Public Health
Position Number: New
Type of Employment: Fixed Term, Full time appointment (3 years)
Classification: HEW Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

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 (60). 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 $11 billion+ (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.

The School of Public Health

The University of Queensland was, in 1936, the first university in the English-speaking world to establish a Department of Social Medicine. This evolved in the 1950’s to the Department of Preventative and Social Medicine and the School was formally established in 2001 to improve health outcomes through learning, discovery and engagement. The School of Public Health has recently been ranked as the top Public Health school in Australasia in the US News Global university rankings. We are a global leader in improving the health of populations in a changing and inequitable world.

The School’s strategy is centered on academic performance and a commitment to excellence in teaching. We offer programs and courses in all major fields of population and public health to almost 1000 postgraduate and undergraduate students. More than 100
research higher degree (PhD and MPhil) students actively contribute to the School's vibrant research culture while receiving comprehensive preparation for academic careers or leadership roles in public health. Our research is focused on making a real impact on some of the world's most pressing health challenges and was recently ranked by the Australian Research Council as amongst the world's best. Current priorities include health behaviours and health promotion; cancer prevention; environmental health; epidemiology and biostatistics; longitudinal studies of women’s’ health; mental health; HIV/AIDS; substance use, antimicrobial stewardship and other aspects of health services research.

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 coordinate project work related to the development and refinement of the National Mental Health Service Planning Framework (NMHSPF; http://www.nmhspf.org.au/). This three year project will encompass a diverse set of activities, including convening face-to-face national expert panel meetings, concurrent streams of research and technical development, providing training workshops and materials for end users, and technical advice on mental health planning. The position may also undertake research and related work within the Mental Health Policy and Services Research stream of the Policy and Epidemiology Group (PEG), based at the Queensland Centre for Mental Health Research at Wacol.

Duties

Duties and responsibilities include, but are not limited to:

Project coordination

- Under broad supervision of the Project Director, provide day-to-day coordination of project administrative activities, meetings and timelines;
- Contribute to development of the project work plan;
- Monitor and report on project progress, including through maintaining risk and issues registers and documenting progress against the work plan;
- Monitor the project budget and prepare financial reports;
- With the support of an administrative officer, organise national expert panel meetings and training workshops;
- Contribute to preparation of project reports.

Communication

- Work collaboratively with project staff and provide linkages across the streams of research and technical development;
- Liaise with a wide range of external stakeholders, including consumers, carers, clinical experts, government and non-government service providers, government central agency representatives, and support services (e.g. meeting venues);
- Liaise with University finance, travel and other operational staff as needed to ensure smooth operation of the project;
- Act as a central contact for the project.

**Leadership**
- Provide day-to-day supervision of the project administrative officer.

**Technical advice**
- Provide technical advice on mental health service planning frameworks to support the engagement of colleagues, management and other stakeholders in mental health service development;
- Facilitate development of stakeholder knowledge and skills related to mental health planning through formal and informal education and training processes.

**Research**
- Contribute to research activities related to the development and implementation of mental health planning frameworks;
- Disseminate knowledge and research outcomes through briefing papers, reports, communiques, presentations and/or publications in peer-reviewed journals as appropriate.

**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 NMHSPF Project Director in the Policy and Epidemiology Group, Queensland Centre for Mental Health Research.
SELECTION CRITERIA

**Essential**

- Postgraduate qualification or progress towards postgraduate qualifications in a related field such as public health, health services or epidemiology; or an equivalent combination of relevant experience and/or education/training.

- Project management experience and skills, including application of relevant project management tools, or equivalent practical methodologies, for managing issues and risk as well as monitoring, documenting and reporting all phases of a project’s progress.

- Excellent time management skills with the ability to manage competing priorities while still meeting deadlines, maintaining attention to detail and accuracy.

- Demonstrated track record of developing and maintaining collaborative relationships with colleagues, mental health stakeholders and external service providers.

- Knowledge of mental health service systems, research methods and codes of practice, and ability to apply ethical guidelines in conducting research.

- Available to attend interstate project meetings as required.

**Desirable**

- Knowledge of the National Mental Health Service Planning Framework or similar health planning tools and/or mental health service planning.

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](http://www.uq.edu.au/equity)) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

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