POSITION DESCRIPTION

Position Title: Research Development Officer
Organisation Unit: Faculty of Medicine
Position Number: 3036582
Type of Employment: Part-time (0.8FTE) to Full-time (1.0FTE), Fixed term for two years
Classification: Hew Level 7

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 (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://unikquest.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.

Organisational Environment

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 (CHCR) 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.
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 advice and support to academic staff in order to enhance the faculty's research performance and reputation. The Research Development Officer is responsible for coordinating the preparation of applications for research funding, as well as actively seeking out opportunities of interest to academics in their client’s organisational unit. The incumbent will also manage and coordinate the collation and reporting on their client’s academic performance, as directed by the Head of School/Director.

The position supports this activity primarily in the School of Biomedical Sciences, but may be extended to other Schools, Centres and Clinical Units in the Faculty of Medicine.

The position serves as a critical link between UQ’s Office of Sponsored Research (OSR) and the research activities of Schools/Centres/Institutes.

Duties

Duties and responsibilities include, but are not limited to:

- Actively seek out opportunities of interest to academics within your client’s organisational unit, and assist them with the development and submission of applications for research funding;
- Work collaboratively with members of the Faculty Research Team (including the Research & Research Training Manager, Research Partnership Managers and Research Administration Officer) in order to provide your client with access to relevant funding opportunities, as well as grants support schemes and training opportunities designed to assist researchers in developing more competitive funding applications;
- Provide advice to researchers on the terms and conditions governing award and operation of different types of grants;
- Liaise with key functional areas within the Faculty (including Human Resources and Finance), and across the university (including the Office of Sponsored Research, Research Partnerships Managers) in relation to the management of research grants;
- Support the clients in meeting their research-based strategic goals, which may include assisting in the management and coordination of research activities as directed by the Head of School/ Director or the client’s Research Committee;
- Provide guidance and critique on post-award obligations such as summary, progress and final reports, in line with granting body requirements;
- Provide guidance to researchers and research students on how to make applications for ethics approval, monitor compliance, and support the Faculty’s LNR ethics review processes;
• Provide information, support, and advice to Senior Management within your client’s organisational unit on research-related matters, including but not limited to research performance data, grant/fellowship eligibility and compliance;
• Undertake independent projects as required by your client’s Head of School/Director and/or Research Committee;
• Ensure new academic staff are informed of the University’s publication repository (eSpace) and associated procedures. Assist staff to have their publications included in eSpace via linking of external author identifiers to their eSpace account.
• Work collaboratively with the Liaison Librarian and Library’s Scholarly Publishing Team in their collection of your client’s research publications to meet the University’s institutional repository and reporting obligations;
• Provide secretarial support for the client’s Research Committee;
• Ensure staff are regularly informed and updated on School/Centre/Institute and University research-related policies and procedures.

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 Manager Research and Research Training, Faculty of Medicine.

Location

The position is currently located at St Lucia Campus. However, appointment is to the University and you may be required to undertake duties at any of the University’s campuses or locations. The University may designate a different campus or location for your position during your appointment.

SELECTION CRITERIA

Essential
• A degree in a field relevant to science or biomedical science and at least four (4) year’s subsequent relevant experience in the conduct of research, including research processes, compliance and reporting, and or equivalent combination in the support of research and research processes in a research-related administration or management role;
• High level of computer proficiency and practical understanding of administrative computer applications for example, university information databases and reporting systems, and external research funding opportunity or application databases.
• Proficiency at a high level using computer software packages including Microsoft Office Word, Excel, PowerPoint, Access and Outlook, and proficiency in document preparation, graphics, data storage and retrieval, spreadsheet, email, web/internet;
• Detailed knowledge of higher education policies and procedures in relation to research administration, or demonstrated capacity to gain such knowledge;
• Understanding of the principles of effective teamwork and a demonstrated ability to work in a team environment and achieve effective outcomes;
• Demonstrated strategic thinking, analytical and problem solving skills in relation to research activity, research policy, procedures and initiatives;
• Ability to work effectively in a busy environment, prioritise and meet conflicting deadlines with minimal supervision;
• Demonstrated commitment to good records management and procedures documentation;
• Ability to competently organise, manipulate and analyse research related data and information systems to monitor and support staff and School/Centre/Institute research development;
• Highly developed communication and presentation skills to facilitate effective communication with internal and external stakeholders;
• Proven ability to write high quality, clear and concise research reports, letters, procedures and guidelines;
• A strong orientation to the provision of a high level of customer service;
• Ability to work effectively with clients from a variety of disciplines and at a variety of levels of seniority and experience.

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.