APPOINTMENT OF DEPUTY DIRECTOR, OFFICE OF SPONSORED RESEARCH

INFORMATION FOR CANDIDATES
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.

The University of Queensland is a world class institution which ranks in the world’s top universities, as measured by several key independent rankings, including the Performance Ranking of Scientific Papers for World Universities (41), the US News Best Global Universities Rankings (45), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ secured a greater share of Australian Research Council grants in 2016 than any other university nationally. The University’s Life Sciences broad 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 is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other university in the country and attracting the majority of Queensland’s highest academic achieveers, 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 14,000 postgraduate scholars and more than 13,000 international students from 141 countries, adding to its proud 250,000-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 six 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, agriculture, 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 $13billion+ (see 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 moving forward.
GOVERNANCE

The University is governed by a 22-member Senate representing University and community interests. Senate is led by a Chancellor and Deputy Chancellor. The Senate has delegated to the Vice-Chancellor many of its powers under the University of Queensland Act 1998 to appoint staff, manage and control University affairs and property, and manage and control finances.

uq.edu.au/about/governance

STRATEGIC DIRECTIONS

The University of Queensland sets its agenda within a truly global context on the pillars of Learning, Discovery and Engagement. It is a university that is connected with the global community, addressing the issues that are impacting on the modern world. UQ’s aim is to attract the best minds of today, and to develop and support the leaders of tomorrow. The University has an ongoing commitment to strengthening its impact and reputation by building greater research capacity and through the delivery of high quality teaching and learning programs.

UQ is educating a broad and representative student body and providing them with qualifications relevant to the local and global workforce. UQ is committed to actively promoting access, equity and diversity and supporting Aboriginal and Torres Strait Islander and international students.

UQ is characterised by an overriding focus on quality and an increasingly internationalised focus across its learning, discovery and engagement activities. It has involved the application of strategic initiative funding to support existing and emerging priorities that leverage external support, and the development of major research institutes, alongside its faculties, as a vehicle for building critical mass and attracting the best students and staff from around the world.

In 2020 UQ seeks to be a major global university that is developing solutions to global problems. UQ will attract students of the highest calibre who are destined and supported to become future leaders – locally, nationally and internationally. We nominate student success, coupled with employers’ conviction that UQ graduates are recognised worldwide as ‘must have’ employees, as the first of six foundations for UQ’s future success.

A larger suite of postgraduate entry programs will cater to the needs of a modern workforce. Growth in UQ’s postgraduate research student population will drive the University’s capacity for discovery.

UQ’s learning, discovery and engagement is fostered through multiple partnership ventures with business and industry, professional groups, and government and research partners.
STRATEGIC PLAN 2018–2021

The University of Queensland positively influences society by engaging in the pursuit of excellence through 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.

Transforming students into game-changing graduates through excellent teaching, support, and exposure to world-leading research is a focus of the new UQ’s Strategic Plan 2018–2021. The world is changing at a breakneck pace, and it is vital that we prepare our students to not only adapt to this change, but also to make a positive impact on society and collectively build a beneficial global legacy. Evidence-based knowledge, the ability to work collaboratively to solve complex problems, and a passion for innovation will be essential attributes for our students, regardless of the exact future shape of society. UQ’s Strategic Plan 2018–2021 focuses on graduate employability, collaboration and diversity and inclusivity.

The University’s Strategic Plan 2018–2021 is available to view on the following websites:

uq.edu.au/about/planning
uq.edu.au/about/docs/strategicplan/
UQStrategicPlan2018-2021.pdf

OUR VALUES

Pursuit of excellence
We strive for excellence, seeking to apply the highest standards to benefit our communities.

Creativity and independent thinking
We welcome new ideas from our staff and students as well as from our alumni and our external partners. We support intellectual freedom, courage and creativity. We encourage the pursuit of innovation and opportunities.

Honesty and accountability
We act with integrity and professionalism and uphold the highest ethical standards. We are committed to transparency and accountability. Our decisions ensure responsible stewardship of the University’s resources, reputation and values. We lead by example in all areas including our approaches to sustainability.

Mutual respect and diversity
We promote diversity in the University community - through our people, ideas and cultures. We create a vibrant, inclusive environment in which ideas flourish and future generations, regardless of background, are empowered. We respect our colleagues and work together for shared success.

Supporting our people
UQ ensures the safety and wellbeing of our people. We create an inclusive and supportive university community in which achievements are celebrated and rewarded. Our people have the opportunity to enrich their lives and pursue their goal.
RESEARCH AT THE UNIVERSITY OF QUEENSLAND

Emboldened by a record of success and the prospect of contributing to the answers to the world’s great challenges, UQ people are aiming ever higher to deliver benefits to society and the environment worldwide.

The University maintains a world-class, comprehensive program of research and research training. We aim for international standards of excellence across the spectrum of research, from fundamental, curiosity-driven work that builds the stock of knowledge and leads to new research questions to applied research and innovation with direct applications to industry and communities.

The extent to which we succeed is evident from the quality and impact of our research.

The Deputy Vice-Chancellor (Research) is a member of the University’s Senior Executive and has responsibility for enhancing the university’s performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University’s research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management, research infrastructure management, and research ethics and integrity.

Further information is available at research.uq.edu.au
The Office of Sponsored Research (OSR) provides administrative and strategic support in the key functional areas of research grants and tenders, research awards and prizes, and post-award corporate recording functions for research income across all categories. The Deputy Director, Sponsored Research has line management responsibility for these functional areas in order to provide integrated, high quality administrative service to enable the University to achieve its goals and strategic priorities in research.

The position is expected to lead the management of major research initiatives at an institutional level; to play an important role in the identification of possible funding sources for the University’s research community; to be proactive in the development of strategies and procedures designed to improve the quality of grant applications; and to improve the University’s research performance and research information delivery generally. The position supervises operational teams comprising Managers of Sponsored Research, Research Administration Officer/s (RAOs) and administrative support staff.

The Deputy Director, Sponsored Research role is a deputy to the Director, Sponsored Research and will, at times, be required to act temporarily in that role (for instance, during the temporary absence of the Director).

Duties

- Lead key functional areas in the Office of Sponsored Research in order to provide a responsive, efficient client-focused service for and on behalf of the University, including coordination of staffing resources.
- Lead teams of Managers of Sponsored Research, Research Administration Officer/s (RAOs) and administrative support staff in order to provide a responsive, efficient service for the University’s research community, ensuring professional development and workload issues within the team are monitored and managed appropriately.
- Enhance capabilities of the Office of Sponsored Research and the University by contributing to continuous improvement activity and skills improvement by sharing knowledge and experience with team members and stakeholders.
- In consultation with the Director, OSR, devise, develop and continuously upgrade administrative systems and processes to meet the requirements, targets and deadlines set by external research funding and regulatory bodies, government, and the University.
- Work closely with the Deputy Vice-Chancellor, Pro-Vice-Chancellor (Research) and Director OSR on strategic research funding initiatives.
- Provide expert advice, including to University senior management, on strategies to improve performance in funding rounds, policy changes affecting the research community and external collaboration, and on the delivery of more effective information to enable a more strategic and targeted approach to the management of research.
- Develop and implement strategies to enhance the capacity of the University to attract external competitive funding for research, including facilitating access to expanded funding opportunities and linkages in consultation with UQR&I Senior Management, Faculty and Institute senior management.
- Effectively oversee the management of grant application rounds, including major national competitive grant schemes of a high level of complexity.
- Liaise with external clients (grantors, government departments, universities) on collaborative research opportunities and management of successful grants.
• Oversee the organisation of research funding seminars/workshops that ensure researchers are well-informed to maximise their success in attracting research funding.
• Oversee post-award administration of grants and projects including liaison with key sections of the University such as Human Resources and Contract and Grants Accounting.
• Represent the Office of Sponsored Research on various committees and working groups pertaining to research funding.
• Authorise submission of, and accept, research grants on behalf of the University; report such grants internally; review, negotiate and execute research contracts on behalf of the University.
• Act as back-up for the responsibilities of the Director, Office of Sponsored Research.

Other
Ensure you are aware of, and comply with, legislation and University policy relevant to the duties undertaken, including:
• The University’s Code of Conduct
  ppl.app.uq.edu.au/content/150.01-code-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
  uq.edu.au/ohs/index.html?page=133956
• The adoption of sustainable practices in all work activities, and compliance with associated legislation and related University sustainability responsibilities and procedures
  sustainability.uq.edu.au/policies-and-procedures/responsibilities
• 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
  ppl.app.uq.edu.au/content/3.30.13-esos-compliance-commitment

Reporting Relationships
The Deputy Director supervises operational teams comprising Managers of Sponsored Research, Research Administration Officer/s (RAOs) and administrative support staff. The total FTE staff complement of the Office of Sponsored Research is approximately 26FTE.

The Deputy Director reports to the Director, Office of Sponsored Research.
SELECTION CRITERIA

Essential
• A relevant degree and extensive experience within the university sector; a relevant postgraduate qualification; or an equivalent combination of relevant experience and/or education/training.
• A thorough understanding of the operations of the higher education sector and of national and institutional research policies, procedures and strategic issues and their impact on the research community.
• Extensive knowledge of the research funding environment, including research management and administration, intellectual property and knowledge transfer.
• Proven ability to maintain the cohesion and morale of staff (including professional development of staff) in a high work-load environment.
• A high level of written and analytical communication skills, including experience in research proposal development and strategic review, and the preparation of briefing statements and reports.
• Proven ability to interact effectively with other senior administrative staff, for example: Executive Deans and Directors of Institutes, Associate Deans Research, Institute Deputy Directors and Heads of Schools, as well as researchers and other staff at all levels.
• Demonstrated high level project management skills and the capacity to work under pressure to meet deadlines, with evidence of the ability to assimilate information rapidly and deploy knowledge to the benefit of the organisation.
• Evidence of interpreting and relaying relevant institutional and granting agency policies for dissemination to the academic community.
• Interpersonal communication and customer service skills of a high order.

CONDITIONS OF EMPLOYMENT

Tenure
The initial appointment will be for a term of five years. A further appointment may be offered following a review at least one year before the end of the initial term.

Salary and Benefits
An attractive remuneration package will be negotiated with the successful candidate. Remuneration will be subject to periodic review.

The Deputy Director, Office of Sponsored Research is entitled to four weeks annual leave, 10 days personal leave and an additional 5 days carer’s leave. Other terms and conditions of employment will be negotiated.

Relocation
The University will meet all reasonable removal and establishment expenses. In the case of an interstate or international appointee, an accommodation allowance may be available for a limited period. Details will be negotiated as part of the contract of employment.
HOW TO APPLY

Applications should include a full curriculum vitae and a statement addressing the selection criteria. Applicants should provide the names and contact details of at least three potential referees. These referees need not be approached in advance, as they will not be contacted without the prior consent of the applicant.

FURTHER INFORMATION AND WEBSITE ADDRESSES

General information on the University is available through the University’s website.

uq.edu.au

Other documents which you may wish to refer to include:

- Annual Report:  
  uq.edu.au/about/annual-reports
- Governance:  
  uq.edu.au/about/governance
- Key statistics:  
  pbi.uq.edu.au/Content/UQKeyStatistics.aspx
- Organisation chart:  
  uq.edu.au/about/docs/org-chart.pdf
- Research at UQ:  
  uq.edu.au/research
- Strategic Plan 2018–2021:  
- UQ Global Strategy:  
  global-strategy.uq.edu.au