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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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.

POSITION DESCRIPTION

Position Title: Advisor (Research Management)
Organisation Unit: Faculty of Humanities and Social Sciences
Position Number: 3026466
Type of Employment: Fixed-term, full-time
Classification: HEW Level 5/6 (broadbanded)
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://uniqquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Faculty of Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty Office is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The Executive Dean of the Faculty is Professor Tim Dunne, who continues to be active in his field of political science alongside his leadership role.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), and several school-based research centres. It offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

There are over 300 academic staff across the Faculty. One indicator of our standing in the disciplines that we research is membership in the learned academies, where UQ can proudly claim 34 members of the Australian Academy of the Humanities and 43 members of the Academy of Social Sciences in Australia.

Teaching in the Faculty is underpinned by substantial research performance and several specialised fields of research were judged at the highest level (5 ranking) in the most recent Excellence in Research Australia (ERA) evaluation that concluded at the end of 2015. These fields include Specialist Studies in Education; Political Science; Cultural Studies; Literary Studies; History and Philosophy of Specific Fields. Overall, HASS returned outputs to 21 disciplinary field codes, where 90% were rated above (4 ranking) or well above world standard (5 ranking). This is indicative of high quality and capacity in research.

These research achievements internationally are reflected in the 2016 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 21st in the world on the quantum of publications in ranked journals, placing us first in Australia and in the Oceania region (for the full data-set see http://www.leidenranking.com).

The quality of our overall Faculty’s performance is also evident in the QS World University Rankings for 2015 which places Social Sciences at UQ at 30th in the world, and Humanities in the top 50. This data can be accessed at: http://www.topuniversities.com/faculty-rankings.

More information about the Faculty can be accessed at http://www.hass.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 position will work closely with members of the HASS Faculty Research Management Office (FRO), including the Associate Dean, Research (ADR), the Research Partnerships Manager (RPM) and the Senior Advisor (Research Management) to support strategic initiatives, communication objectives and research development to enhance the research and commercialisation profile of the Faculty to internal and external stakeholders.

Duties

Duties and responsibilities include, but are not limited to:

**HEW LEVEL 5**

- Assist the Senior Advisor (Research Management) to maintain a network of support for professional staff in HASS schools/institutes who work in the areas of research and HDR administration and management.
- Participate in activities of the UQ Research Administrators Network (UQRAN).
- Provide input to the development of the annual HASS FRO Operational Plan and drive implementation of selected activity in the Plan (particularly HDR initiatives).
- Liaise with key sections of the Faculty (such as the HASS Human Resources and Finance Professional Services Team) concerning research management.
- With assistance from the Senior Advisor (Research Management), organise key FRO events, seminar and development workshop programs for HDR students and staff.
- Assist the Senior Advisor (Research Management) and RPM with the administration and development of grant application rounds, including referring to research grant guidelines in order to provide information to researchers on submission of research funding proposals with UQ Research and Innovation. This includes technical assistance in online application systems (for example, ARC RMS).
- Assist the Senior Advisor (Research Management) to provide information to researchers on the post-award administration of successful grants with UQ Research and Innovation.
- Monitor and respond to enquiries to the HASS FRO generic email inbox (referring enquiries to other members of the HASS FRO when required).

**HEW LEVEL 6**

- In consultation with the Senior Advisor (Research Management), develop and maintain a network of support for professional staff in HASS schools/institutes who work in the areas of research and HDR administration and management.
- Actively engage in activities of UQ Research Administrators Network (UQRAN).
- Support and coordinate projects and initiatives of the professional staff in HASS schools/institutes to encourage best practice.
- Provide input to the development of the annual HASS FRO Operational Plan and drive implementation of activity in the Plan (particularly the HDR initiatives).
- Liaise with key sections of the Faculty (such as the HASS Human Resources and Finance Professional Services Team) concerning research management and provide research management advice and support to School and Institute staff in HASS.
- Organise key FRO events, seminar and development workshop programs for HDR students and staff.
- In collaboration with the Senior Advisor (Research Management) and RPM, coordinate the administration of grant application rounds, including interpreting research grant guidelines in order to provide advice to researchers on submission of research funding proposals with UQ Research and Innovation. This includes technical assistance in online application systems (for example, ARC RMS).
- In consultation with the Senior Advisor...
• Maintain electronic storage and retrieval systems for information relevant to faculty research, commercialisation and innovation initiatives of the FRO.
• Assist with the implementation of strategies and work practices to improve the work flow, efficiency and effectiveness of the FRO.
• With assistance from the Senior Advisor (Research Management), produce and create standard reports to assist the FRO to achieve strategic objectives and monitor performance.
• Assist and provide support to all members of the FRO in preparing FRO Activity Reports, operational plans and policy papers, strategy documents.
• Support and contribute to the FRO’s communication activities via the FRO Brief, FRO Bulletin, HASS SharePoint and research-related Faculty webpages.
• Organise and provide secretariat support to the Faculty HDR Committee, including Committee projects and activities. Provide back-up support to the Faculty Research Committee.
• Coordinate the HASS Internal Grant Scheme process
• Perform the role of the HASS Faculty Unit Publication Officer, with responsibility for institutional reporting activities as required for the Faculty.

(Research Management), interpret conditions of award in order to provide advice to researchers on the post-award administration of successful grants with UQ Research and Innovation.
• Monitor and respond to enquiries to the HASS FRO generic email inbox (referring enquiries to other members of the HASS FRO when required).
• Develop and maintain electronic storage and retrieval systems for information relevant to faculty research, commercialisation and innovation initiatives of the FRO.
• Assist to identify, develop and implement strategies and work practices to improve the work flow, efficiency and effectiveness of the FRO.
• In consultation with the Senior Advisor (Research Management), produce and create standard reports to assist the FRO to achieve strategic objectives and monitor performance.
• Assist and provide support to all members of the FRO in preparing FRO Activity Reports, operational plans and policy papers, strategy documents.
• Support and contribute to the FRO’s communication activities via the FRO Brief, FRO Bulletin, HASS SharePoint and research-related Faculty webpages.
• Organise and provide secretariat support to the Faculty HDR Committee, including Committee projects and activities. Provide back-up support to the Faculty Research Committee.
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• Perform the role of the HASS Faculty Unit Publication Officer, with responsibility for institutional reporting activities as required for the Faculty.

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
Organisational Relationships

The position reports to the Senior Advisor (Research Management).

**SELECTION CRITERIA**

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<th>HEW LEVEL 5</th>
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<td><strong>Essential</strong></td>
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<td>• A degree without relevant experience; or experience in contract administration, research administration or business management environment; or an equivalent combination of relevant experience and/or education/training.</td>
<td>• A degree with subsequent relevant experience; or extensive experience in contract administration, research administration or business management environment; or an equivalent combination of relevant experience and/or education/training.</td>
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<td>• Excellent written communication skills and effective interpersonal and oral communication skills.</td>
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<td>• Well-developed analytical skills (including interpreting complex guidelines and procedures) and excellent attention to detail.</td>
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<td>• Ability to contribute to the development of reports and policy papers with a high attention to detail, in conjunction, as appropriate, with other staff members.</td>
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<td>• Ability to work cooperatively and constructively with staff from within a variety of settings from within the University and external to the University.</td>
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**Desirable**

• Knowledge of research management policies and procedures in the higher education sector or ability to gain knowledge.

• Ability to work cooperatively and constructively with staff from within a variety of settings from within the University and external to the University.

• Ability to work effectively with external funding organisations.

• Ability to work both independently and within a flexible team environment.
The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

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