POSITION DESCRIPTION

Position Title: Research Project Officer
Organisation Unit: School of Information Technology & Electrical Engineering
Position Number: 3037158
Type of Employment: Full-time, Fixed Term
Classification: HEW Level 5

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 $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.

Organisational Environment

School of Information Technology & Electrical Engineering

It is an exciting time to get involved with the School of Information Technology and Electrical Engineering, located on UQ’s St. Lucia campus. The School is ramping up its investment in teaching, research and engagement to create an inspiring, diverse and flexible workplace. The direction is backed by a bold, new strategic vision to ensure the School is at the forefront of meaningful research outcomes and pedagogy across its core impact areas of health, data, automation and energy. Boasting strong student enrolments in professionally accredited programs, combined with world-class researchers and facilities, the School is focused on strengthening its position in the global computer science and engineering communities. By attracting the brightest minds and fostering a truly innovative and collaborative work environment, the School will develop global solutions to contemporary issues and mentor the leaders of tomorrow.

The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Centre strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

Details of the School may be accessed on its website at http://www.itee.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 Research Project Officer is responsible for providing research and project support and conducting a range of research administrative tasks including providing continuous feedback (operational, procedural and financial) to team supervisors and members over the life of research and professional projects.

Duties

Duties and responsibilities include, but are not limited to:
**Research**

- Actively participate in planning, coordination and administration to implement research and commercial projects.
- Assess outcomes, generate reports and maintain accurate and orderly records.
- Provide support in developing grant proposals;
  - Provide support in project budget management;
  - Assist in drafting, editing, proofreading, and publishing project reports
  - Assist in quality management for journal publications and conference papers.
- Provide advice to researchers on the terms and conditions governing the award and operation of different types of grants
- Provide assistance, support and guidance to research team members in project planning, resourcing and scheduling the activities to ensure research projects are tracking against the agreed plan
- Liaise with school research administration staff regarding research group activities, including seminars and workshops.

**Administration**

- Provide assistance with the management of financial processes and liaise with School, the EAIT Faculty, and Central University divisions to ensure compliance with University reporting and procedural requirements.
- Provide financial, policy and planning advice.
- Monitor expenditure against budget.
- Assist with the preparation and distribution of monthly financial reports
- Serve on a range of administrative and academic committees, including preparation of agendas, papers, minutes and correspondence;
- Coordinate the collection of data for internal and external reporting
- Manage administrative tasks for HDR students, as required.
- Any other duties as reasonably directed by your supervisor

**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 Professor Amin Abbosh, School of Information Technology and Electrical Engineering,

SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to an undergraduate degree; with subsequent experience, or an equivalent combination of relevant experience and/or education/training.
- Experience in coordinating projects in a research environment.
- Experience in writing technical reports for submission to industry partners.
- Demonstrated proficiency with information technology and using enquiry, spreadsheet, database, word processing, e-mail, and Internet software.
- Judgement, independence and problem solving, with ability to innovate within own function and undertake planning involving resources use and develop proposals for resource allocation.
- Demonstrated high-level interpersonal skills including the ability to communicate, consult and negotiate with other stakeholders to ensure project objectives are met.
- A high level of accuracy and attention to detail
- Demonstrated ability to work independently and consistently across different disciplines
- Ability to effectively manage time, prioritise tasks and meet deadlines.
- Demonstrated ability to work collaboratively within a multidisciplinary team of researchers and engineers

**Desirable**

- Administrative experience in a tertiary environment or other large organisation
- Broad knowledge of the organisational and operational structures, as well as policies and procedures of The University of Queensland, or the ability to rapidly gain such knowledge.

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.