POSITION DESCRIPTION

Position Title: Research Fellow / Research Operations Manager
Organisation Unit: Australian Institute for Bioengineering and Nanotechnology
Position Number: 3038872
Type of Employment: Fixed term, full time
Classification: Research Academic Level B

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.

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 will have further success in this area as an important strategic aim going forward.

Organisational Environment

The University of Queensland's Australian Institute for Bioengineering and Nanotechnology (AIBN) is a dynamic multi-disciplinary research institute dedicated to developing technology to alleviate societal problems in the areas of health, energy, manufacturing and environmental sustainability. AIBN brings together the skills of more than 450 world-class researchers complimented by an extensive suite of integrated facilities, working at the intersection of biology, chemistry, engineering and computer modelling. With a reputation for delivering translational science, AIBN conducts research at the forefront of emerging technologies, and has developed strong collaborations with leading members of industry, academia and government. AIBN goes beyond basic research to develop the growth of innovative industries for the benefit of the Queensland and Australian economies. Information about the Institute can be accessed on the Institute's web site at http://www.aibn.uq.edu.au/.

AIBN is committed to supporting the career growth of female researchers and have a number of initiatives to support females in developing and achieving a fulfilling research career at the institute. For more information, please visit our AIBN Women in Science web site at http://www.aibn.uq.edu.au/women.

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

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to manage the group of Prof. A.E. Rowan within the AIBN and conduct world leading research into materials and translational science. The candidate is expected to contribute to research strategy, funding applications, and graduate and student recruitment. Additionally, the candidate will manage the laboratory, including purchase and installation of the laboratory facilities, laboratory and instrument training, space management, monitoring research project funding and development of new research areas.

Duties

Duties and responsibilities include, but are not limited to:
Research
- Develop close scientific collaboration with other members of the laboratory and assume a leadership role in the group
- Develop and establish new areas of research in translational science
- Provide written and verbal reports (inclusive of manuscript submissions) on outputs associated with the project, inclusive of associated data analyses
- Assist in the supervision and training of internship, masters and research higher degree students
- Maintain absolute confidentiality regarding the results of the project where appropriate and when requested
- Assist in the preparation of grant applications
- Conduct research and aide in the publication of scholarly papers

Laboratory Management
- Management of general laboratory - including procurement management, OHS compliance, laboratory and instrument training, instrument maintenance and improvement, space management, liaising with AIBN infrastructure staff, training and supervision of external instrument users.
- Manage the day to day operations of all grants including the provision of strategic advice to the Group Leader on financial, staffing and administrative matters
- Manage the group’s research project funding. Monitor Group accounts and advise on appropriate actions to ensure end of year and longer-term outcomes consistent with the goals of the projects
- Manage all animal and human ethics requirements for the research group including applications and mandatory annual reporting

Service and Engagement
- Foster the Institute’s relations with industry, government departments, professional bodies and the wider community.
- 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 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 Alan Rowan.

SELECTION CRITERIA

**Essential**

- PhD in the area of chemistry or biotechnology with at least one year of postdoctoral experience
- Demonstrated expert knowledge in the area of materials science and its applications
- Demonstrated teaching and training skills at undergraduate and graduate levels
- An ability to establish effective relationships and to represent and promote materials science at a university and wider community level, including industry, government and professional bodies
- Evidence of a contribution to research in the translation of science
- Highly developed research and translational skills
- Demonstrated experience with top research groups and scientific biomedical translation
- Ability to work collaboratively with colleagues
- Excellent verbal and written communication skills
- Demonstrated experience in procurement practices
- Experience in establishment of research areas - laboratories

**Desirable**

- Experience in biomedical translation, quality control and research management
- Experience in laboratory management
- Experience in team management and translation

Qualification Verification

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

---

The University of Queensland values diversity and inclusion. Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. Applications are also encouraged from women.