POSITION DESCRIPTION

Position Title: Portfolio Manager - Research (CRCWSC)
Organisation Unit: Advanced Water Management Centre
Position Number: 3040124
Type of Employment: Full time, fixed term
Classification: Hew Level 6

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 rankings, 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 $11 billion+ (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

The Advanced Water Management Centre (AWMC) is an internationally recognised centre of excellence in innovative water technology and management. The Centre has established an outstanding worldwide reputation in urban water management and related fields. An award winning multidisciplinary team delivers practical technological solutions underpinned by fundamental scientific discoveries.

The Centre has six interlinked programs namely next generation urban water technologies, integrated urban water management, sewer corrosion and odour management, nexus of urban water, health and environment, resource efficient agri-industry and environmental biotechnology. Collaborative linkages with industry are strong. Solutions developed by the Centre have yielded quantifiable benefits in the order of hundreds of millions of dollars to the Australian water industry and other sectors. At the same time, the AWMC has an outstanding academic publication record, publishing on average over 100 papers a year in high quality journals including the most prestigious multidisciplinary journals including Nature and Science, and top discipline journals such as Water Research and Environmental Science and Technologies.

The AWMC has approximately 100 staff and students including 35 academic and research staff and more than 50 research students. The Centre has well-established process, microbiology and analytical labs. The direct collaboration with industry partners has also led to the creation of several field facilities including the Innovation Centre at Queensland Urban Utilities’ Luggage Point Sewage Treatment Plant, supporting technology demonstration at larger scales and under practical conditions.

The Centre 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.

Information about the Centre may be accessed on the Faculty’s web site at http://www.awmc.uq.edu.au/

The national Cooperative Research Centre for Water Sensitive Cities (CRCWSC) brings together the inter-disciplinary research expertise and thought-leadership to undertake research that will revolutionise water management in Australia and overseas. In collaboration with over 80 research, industry and government partners, the CRCWSC will deliver the socio-technical urban water management solutions, education and training programs, and industry engagement required to make towns and cities water sensitive. With a research budget in excess of $100 Million, the research over nine years will guide capital investments of more than $100 Billion by the Australian water sector and more than $550 Billion of private sector investment in urban development over the next 15 years. The AWMC hosts two of the four executives. Professor Jurg Keller, the AWMC Deputy Director Research, is also the CRCWSC Chief Research Officer (CRO). In his role as CRO, Professor Keller oversees the CRCWSC research portfolio jointly undertaken by researchers from several universities including The University of Queensland, Monash University, and The University of Western Australia, in collaboration with industry partners. Mr Barry Ball is the Research Adoption Executive (RAE) and oversees the CRCWSC Research Adoption portfolio which aims to extend the reach of
Further details on the CRCWSC can be found at www.watersensitivecities.org.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 Portfolio Manager - Research is responsible for supporting the research activities of the CRC for Water Sensitive Cities. The role will work closely with the Chief Research Officer to deliver the CRCWSC Research Program, which includes active interactions and collaboration with the Project Leaders and research teams, Project Steering Committees, CRCWSC staff and executives, CRCWSC advisory committees/panels and the CRCWSC Board.

Supporting the Chief Research Officer this position will provide project management and executive support functions for the CRCWSC Research and Research Adoption Portfolios, including direct support for the Chief Research Officer. The incumbent will form part of the CRCWSC’s operational team whose members are also located at the CRCWSC’s Melbourne office. The successful applicant must be a strong ambassador for the CRCWSC, representing it by professionally and effectively engaging with a wide range of individuals and organisations who contribute to the CRCWSC’s success.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinate with Project Leaders/teams and the CRO to ensure all Research Program progress reports, annual work plans, milestone and final reports are well prepared and on time for submission to the CRCWSC Executive and Board, and to fulfil obligations to the Commonwealth Government

- In close collaboration with Project Leaders, monitor and manage research progress and outcomes against contractual milestones, to ensure CRCWSC reporting obligations and performance targets are met, including taking appropriate steps when a variation to contract/agreement is required

- Support the CRO with drafting, editing and submitting Executive reports, including promotional material in collaboration with stakeholders and the CRCWSC Communications team

- Assist the CRO to plan, track and manage the Portfolio budget by monitoring and providing advice on expenditure including identification of inconsistencies and potential issues

- Coordinate logistics for industry and research stakeholder meetings and consultation activities, scheduling meetings, distributing meeting resources, liaising with invitees and taking meeting minutes when required

- Regularly monitor, update and maintain business information within the CRCWSC’s information management systems, Zoho, Google Drive, and website content where
relevant, to enable the recording, collation and reporting of information to the Board and Commonwealth grantor.

- Assist with the organisation and delivery of a range of local and regional events for industry and research stakeholders, sourcing and assessing suitability of venues, coordinating event and travel logistics for speakers and participants, updating event details on the website
- Assist content owners with editing web pages on Research and Collaboration sections as required, including uploading minutes of meetings
- Coordinate with relevant stakeholders to provide executive support to the Chief Research Officer and the Research Adoption Executive, including diary, travel and meeting arrangements and financial transactions reconciliation for example, credit cards, cab charge, re-imbursement claims, other administrative functions as requested by the CRO

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 CRCWSC Chief Research Officer.

SELECTION CRITERIA

Essential

- A degree in a relevant area (e.g. engineering, science, planning, social science) and/or an equivalent combination of relevant experience and/or training.
- Project planning and organisational skills with the ability to plan and prioritise tasks effectively, work independently to meet tight deadlines, and excellent attention to detail
- Demonstrated experience in business and/or project management including financial/budget functions, and reporting to a diverse range of stakeholders
- Demonstrated ability to provide a high level of service and build and maintain successful relationships with a range of people
• Experience in event management, including sourcing and assessing suitability of venues and coordinating travel logistics for speakers and participants

• Demonstrated ability to communicate effectively with stakeholders by telephone, videoconference, email and in person

• A high level of computer literacy including the use of word-processing, excel and desktop publishing applications, ability to edit web content, a working knowledge of Google Drive or similar system, database management and a customer relationship management system

• Self-motivated and independent working style to achieve required outputs and deliverables with a limited level of supervision

• High level of written and oral communication skills, including technical and business report writing, editing websites, minute writing

**Desirable**

• Familiarity with a university or similar research environment

• Experience within a complex, multi-stakeholder environment such as a CRC, especially with respect to project management and research partnership collaboration including in the areas of communications, administration and/or engagement

• Familiarity with the urban water industry and issues that relate to sustainable water management

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.

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

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.