POSITION DESCRIPTION

Position Title:  Centre Coordinator

Organisation Unit:  Parenting & Family Support Centre, School of Psychology

Position Number:  TBA

Type of Employment:  Full Time, Fixed Term for 12 months

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 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.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes six schools and five research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health

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

**School of Psychology**

The School of Psychology is one of the most prestigious schools of psychology in Australia, and its strong reputation is built on excellence in both research and teaching. The School has thriving and dynamic research profiles in almost all areas of psychology, and is able to attract visitors from overseas and other institutions in Australia. It possesses good links, often through cross-appointed staff, with other schools in the University, thus creating opportunities for interdisciplinary collaborative research.

Information about the School may be accessed on the School web site at www.psy.uq.edu.au/.

**Parenting and Family Support Centre**

The Parenting and Family Support Centre (PFSC) was established in 1996 as a specialist family intervention research and training facility within the School of Psychology at The University of Queensland. The primary aim of the PFSC is to prevent behavioural and emotional problems in children by enhancing the skills and confidence of parents and by addressing family risk factors known to contribute to adverse developmental outcomes in
children. The PFSC's primary research and clinical activities revolve around its Triple P - Positive Parenting Program.

Years of cutting-edge research have shown that Triple P works. The opportunity is to continue the evolution of knowledge and explore how innovation in Triple P research and dissemination can address some of the biggest and most important questions facing humanity. Information about the PFSC may be accessed on the Centre's web site at https://www.pfsc.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 primary purpose of the position is to coordinate the administrative functions of the PFSC, acting as the primary link between the Centre and the School and Faculty. This includes supporting research, coordinating local space requirements and providing general office support, as well as liaison with internal and external stakeholders. This position provides proactive support to the Centre Director and Leadership Team.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinate the provision of administrative support for the Centre’s activities.
- Act as the central point of contact for all internal and external Centre queries, including responding to and tracking requests to visit the Centre or to undertake international internship placements, and liaison with Triple P International.
- Ensure new staff and students are inducted into the Centre’s processes and procedures.
- Provide administrative support to Centre academics relating to research funding opportunities, assist CIs with project-managing their grants, and assist with identifying potential new sources of funding.
- Assist Centre staff and students to comply with University processes associated with research activity, to ensure that outcomes are consistent with UQ policy, in conjunction with the relevant function areas.
- Assist the School Manager to produce information required for workforce planning and the allocation of resources associated with the Centre.
- Support the Centre’s information management requirements, including assisting with the compilation of a range of data to meet reporting requirements, and maintaining the Centre’s website, data repository and other records and archives.
- Assist with the organisation of showcase meetings and conferences in collaboration with the Engagement and Advancement Coordinator.
- Coordinate the Centre's IT and meeting room equipment requirements, including
maintaining a room booking system for the Centre’s research and meeting spaces, and arranging room configurations.

- Provide administrative support to the Centre Director, including complex travel and diary arrangements.
- Act as Secretary to Centre committees and represent the Centre on external committees as required.
- Other duties as determined by the Centre Director or School Manager.

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
- 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

Note: The successful candidate will be required to hold a blue card as part of the working requirements for this position.

Reporting Relationships
The position formally reports to the School Manager, School of Psychology, with day-to-day supervision and allocation of work by the PFSC Director.

SELECTION CRITERIA

Essential

- Completion of a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in an administrative field; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated organisational skills, with a high level of resourcefulness to help achieve the Centre’s goals and the ability to coordinate a range of activities with competing priorities, or the demonstrated ability to acquire these skills.
- Ability to interpret and apply policies and procedures, particularly as they relate to the work of a research centre.
- A high level of competence in computer-based applications, such as Microsoft Office software, including databases and web-based information systems.
- Ability to compile information from a range of sources and present it clearly and
coherently for reports, websites and other forms of communication.

- Ability to operate systems for managing resources, such as meeting spaces, records and data.
- Experience in managing travel procedures, complex diary arrangements, meeting minutes and reporting.
- Experience in organising events or activities with multiple participants and stakeholders.
- Excellent interpersonal skills, including the ability to communicate effectively with clients by telephone, email and in person.
- Ability to prioritise own workload, work independently and meet deadlines, while being willing to collaborate with others to achieve Centre goals.

**Desirable**

- Experience working in a research environment.

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.

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