POSITION DESCRIPTION

Position Title: Technical Services Manager
Organisation Unit: School of Agriculture and Food Sciences
Position Number: 3040929
Type of Employment: Full time Continuing
Classification: HEW 8

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 $11 billion+ (see http://uniqest.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 Science**

The Faculty of Science is recognised as a powerhouse for some of the world’s leading scientists, teachers, science programs and commercial outcomes. The Faculty is one of the largest Science groupings in Australia, with approximately 1100 (equivalent full-time) staff, and about 7500 (equivalent full-time) students.

Throughout its Schools and Centres, the Faculty unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ researchers and graduates are working on a wide range of groundbreaking projects from the molecular characterisation of drug resistant bacteria that affect piglets through to finding better treatments for illness and rehabilitation of the environment.

Information about the Faculty may be accessed on the Faculty's web site: http://www.science.uq.edu.au/.

**School of Agriculture and Food Sciences**

The School of Agriculture and Food Sciences is Australia’s most diversified agriculture research and teaching school, comprising research and teaching experts in agribusiness and the science disciplines of animals and wildlife, plants and soil sciences, food and nutrition science. With nearly 350 staff, 300 higher degree research students and over $35 million in operating and research income, the School has helped UQ to become recognised as the world’s top ranked tropical agriculture university, and the leading agriculture university in Australia.

Located at St Lucia and Gatton, the School is a large and dynamic multidisciplinary hub focused on applied research and teaching within the Faculty of Science committed to finding innovative and technology focussed solutions to global challenges. The School offers a range of undergraduate postgraduate coursework and research degrees encompassing agriculture and related disciplines ranging from Bachelor Degree to Doctorate.

With a diverse group of internationally regarded scientists, the School hosts six research concentrations, of which three are aligned with the Queensland Alliance for Agriculture and Food Innovation – a joint initiative between The University of Queensland and the Queensland State Government. Quality laboratories and facilities and strong partnerships with industry, community and government bodies, provide an environment that enables world class research and research training in a collaborative and cooperative spirit for postgraduate students and researchers. Further information on the School's teaching programs, research focuses and community activities can be accessed at www.uq.edu.au/agriculture.
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 provide leadership and management of the School’s scientific and technical services units.

The Technical Services Manager will perform a key role in supporting the School’s teaching laboratories and shared research equipment facilities by integrating and coordinating scientific and technical support activities across the School's two sites at UQ Gatton and UQ St Lucia.

Duties

Duties and responsibilities include, but are not limited to:

- Provide leadership and management of the scientific and technical services teams across the School, including management of the School's technical and scientific budgets.
- Develop a whole-of-school approach of scientific and technical services planning and management, including the coordination of equipment requirements and the planning and prioritising of purchases.
- Provide advice to the School’s leadership team on strategic and operational planning, issues relating to scientific and technical services pertaining to University, Faculty and School policies, operations and business processes.
- Develop processes for continual review and improvement of scientific and technical services and implement cost recovery measures to generate a sufficient pool of funds to support technical and scientific expenditure.
- Manage liaison with the School, Faculty, other organisational units (e.g. Property & Facilities Division) and contractors regarding
  - provision of laboratory facilities, equipment and staff for non-School teaching programs
  - laboratory infrastructure and equipment refurbishments and upgrades
- Manage the resourcing of activities, workshops and laboratory programs associated with the School’s outreach and liaise with relevant staff members as required.
- Participate on various committees and project teams in order to contribute to the strategic and operational objectives of the School, Faculty and University.
- Assist with the timetabling of practical classes in liaison with the School’s timetabling officer and laboratory technical staff.
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 Technical Services Manager reports to the School Manager, the School of Agriculture and Food Sciences. The position supervises the Technical Services team.
SELECTION CRITERIA

Essential

- Completion of a postgraduate degree with substantial relevant experience in a university or similar environment; or an equivalent combination of experience and or education and training.
- Broad technical and scientific knowledge across the range of disciplines in the School.
- Demonstrated experience in:
  - Effectively leading and managing a team of highly proficient technical professionals
  - Managing laboratory facilities across multiple sites
  - Managing laboratory workplace health and safety and compliance issues in a tertiary institution
  - Demonstration and contribution to the design of undergraduate lab class activities
  - Working autonomously, yet contributing to a cohesive team environment and more broadly within a management team
- Knowledge of legislative requirements, compliance issues and the ability to interpret legislation and apply to relevant work situations.
- Demonstrated accuracy and attention to detail.
- High-level problem solving and organisational skills and the ability to exercise judgement and take initiative.
- Excellent interpersonal and customer service skills and an ability to engage effectively, in writing and in person, with staff and students at all levels.

Desirable

- Knowledge of the University’s operation and organisation including
  - Structure of undergraduate and postgraduate programs
  - Policies and procedures relating to OH&S, finance and HR

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.