POSITION DESCRIPTION

Position Title: Project Coordinator
Organisation Unit: School of Biological Sciences
Position Number: NEW
Type of Employment: Fixed Term, Part Time
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 (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.

The **Faculty of Science** is an internationally recognised provider of world-class education and research. A research-intensive Faculty, with a gross budget in excess of $300M, employs approximately 1,500 continuing and fixed-term staff and teach around 6,000 full-time equivalent coursework students (EFTSL).

The Faculty teaches agriculture, biology, chemistry, earth sciences, food science, geography, marine science, mathematics, physics, planning, both environmental sciences and management and veterinary science, to undergraduate and postgraduate coursework students enrolled in a range of degree programs including science, engineering and health and medicine. The Faculty provides the community with the next generation of professionals and graduates who are sufficiently scientifically literate and numerate to be effective in understanding, managing and addressing complex problems, including those in energy, food supply, health, environment and sustainability.

Research conducted in the Faculty of Science includes fundamental research across a wide range of scientific disciplines and a vibrant portfolio of applied research, well linked to industry and government, particularly in its areas of Agriculture and Food Sciences, Geography and Earth Sciences, Ecology and Environment, and Veterinary Sciences.

The Faculty comprises six Schools: Biological Sciences, Earth and Environmental Sciences, Agriculture and Food Science, Chemistry and Molecular Biosciences, Mathematics and Physics, and Veterinary Science.

The **School of Biological Sciences** is part of the Faculty of Science and is one of the largest and most successful of its type in Australia, with 49 full-time academic staff, and over 200 enrolled PhD students. The School has broad expertise across ecology and evolution, molecular and quantitative genetics, paleobiology, developmental biology, behaviour, plant and animal physiology, and conservation biology. Our research programs involve a diverse array of taxa, ranging across microbes, animals and plants, including a particular focus in the areas of marine biology and entomology. Unique opportunities for biological research and teaching are provided by our proximity to a stunning array of marine and terrestrial subtropical habitats and their endemic biodiversity. A number of research programs in the School take advantage of major model-organism systems, including Drosophila, C. elegans, and Arabidopsis, and many include a strong quantitative and modelling focus.

Further information and details of the research interests of academic staff may be accessed on the school’s web site at [http://www.biology.uq.edu.au](http://www.biology.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](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

This position will support the project Integrated planning and practices for mangrove management associated with agriculture and aquaculture in Myanmar which is supported by the Asia-Pacific Network for Sustainable Forest Management and Rehabilitation (APFNet) and is a collaboration between UQ and the Forestry Department of Myanmar. The project aims to restore mangrove forests in partnership with communities, researchers and government to improve the productivity of the landscape and the ecosystem services gained from mangrove forests. We will engage experts in mangrove restoration, aquaculture and community natural resource management to guide participatory planning of landscapes in which mangrove forests are sustainable.

Duties

Duties and responsibilities include, but are not limited to:

Project Coordination Activities
- Coordinates activities of the project team including international experts, national consultants, project staff, local practitioners and communities
- Provides technical advice in Myanmar to coordinate the work of project experts and proposed technical solutions to meet the project goals
- Assists in developing technical guidelines and leaflets with the project’s consultants and participates in and facilitates associated training courses and international workshops with project partners, local staff and consultants.
- Participates in data analysis and publication development
- Supports postgraduate students in project related studies

Finance
- Assists in the preparation of project budget plans to meet project activities timely and efficiently.
- Assists in the preparation of budget reports
- Assists in the reconciliation and acquittal of project finances
- Assists in processing accounts payable (raising orders, paying invoices, processing claims for reimbursement, and preparing overseas payments and internal service charges) in accordance with relevant University policy and procedures
- Organizes project travel bookings, travel forms and travel card reconciliations

Administration
- Participates in preparing project documents, overall, yearly and quarterly plans.
- Coordinates the project’s plans and activities with the project counterparts.
- Coordinates activities between the Executive Agency (University of Queensland) and Myanmar partners.
- Assists in developing Monitoring & Evaluation (M & E) systems with experts and conducting M & E in the field with project’s staff.
• Prepares Travel Forms, Fieldwork Safety Plans and Risk Assessments
• 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 the Professor Catherine Lovelock and supervises field staff in Myanmar.
SELECTION CRITERIA

Essential
- A degree in forestry or mangrove ecology, with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Experience in forestry or mangrove research and project management in South East Asia countries.
- The ability to monitor budgets, financial reports and project monitoring and evaluation procedures.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills including the ability to communicate effectively with a range of international and national experts by telephone, email and in person.
- Ability to prioritise own workload, work independently and meet deadlines.

Desirable
- Burmese or Vietnamese language skills.
- Prior experience working with Myanmar government officials and international environmental experts.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.