POSITION DESCRIPTION

Position Title: Administration Officer
Organisation Unit: Queensland Brain Institute
Position Number: 3034635
Type of Employment: Full time, Fixed term
Classification: Hew Level 5

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 (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 $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.

Organisational Environment

The Queensland Brain Institute works to understand the development, organisation and function of the brain. We strive to understand the neural circuits in the brain, how their function results in behavioural outcomes, and how dysfunction of these circuits leads to disorders such as dementia, Parkinson’s disease and schizophrenia. We aim to (1) Develop novel therapeutic approaches to treat disorders of neural function and (2) Use our understanding of brain function to improve learning in classrooms and in the workplace.

Established in 2003, QBI (www.qbi.uq.edu.au) is housed on the St Lucia campus of UQ. It is home to more than 450 staff and students, including 41 group leaders.

Over the past decade QBI has become known as one of the world's leading neuroscience research institutes. It played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in the 2010, 2012, and 2015 Excellence in Research for Australia (ERA) reviews, one of only two universities in Australia to achieve this.

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

This position will work within the QBI Grants, Ethics and Publications Office providing research administrative support for QBI researchers, the Grants, Ethics, and Publications Manager, and when required administrative assistance to the Deputy Directors.

Duties

Duties and responsibilities include, but are not limited to:

- Provide guidance with processing and submitting documentation for pre- and post-award competitive funding matters from QBI researchers in conjunction with the relevant UQ Office of Sponsored Research unit and other relevant groups. This will include seeking bespoke funding opportunities for research undertaken at QBI and communicating this to researchers. It will also require explaining complex research funding guidelines and instructions to researchers and other professional staff in a timely manner.

- Contribute to maintaining information on the Grants, Ethics and Publications Office’s databases and the office’s Sharepoint intranet pages. An understanding of competitive funding mechanisms and research outputs is required.

- Collate information regarding funding outcomes and outputs for QBI Communications, Finance, and other sections as needed.
• Assist in other duties pertaining to the Grants, Ethics and Publications Office as they arise.

**Additional Duties**

• Undertake other duties as they arise as directed by Grants, Ethics, and Publication Manager.

**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

• 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 Grants, Ethics and Publications Manager.
SELECTION CRITERIA

**Essential**

- Completion of a relevant undergraduate degree or completion of a diploma qualification and at least 2 years subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Excellent oral and written communication.
- Ability to obtain, comprehend, and accurately explain complex research funding guidelines and instructions to researchers and other professional staff in a timely manner.
- Ability to prioritize, remain focussed, be organised, work under conflicting tight deadlines while exercising initiative, discretion, and sound judgment.
- Ability to take direction, be flexible, open to changing processes, and learn new skills as the need arises.
- Demonstrated high level of competency in the use of Microsoft Office suite of programs especially Excel, Access and Outlook, and also Adobe Acrobat and SharePoint.
- Ability to work collaboratively with colleagues and liaise effectively with a broad range of clientele.

**Desirable**

- Knowledge of the University’s policy and procedures particularly relating to competitive research funding, research ethics and research outputs.
- Knowledge of university organisation structures and a broad understanding of university corporate systems or a capacity to rapidly gain such knowledge.
- Experience in NIH, ARC and NHMRC competitive grants and fellowships.
- Ability to draft reports under direction.

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.