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.

POSITION DESCRIPTION

Position Title: Advancement Manager
Organisation Unit: The Queensland Brain Institute
Position Number: 3026512
Type of Employment: Fixed Term, Full Time for 12 months
Classification: Hw Level 8
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 aim 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 both 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

To build sound relationships with potential supporters including business, industry, government and community groups in order to attract philanthropic support as well as to create greater awareness of QBI’s research activities.

Duties

Duties and responsibilities include, but are not limited to:

- To act as the primary liaison for advancement matters related to the QBI
- Explore and present potential funding opportunities such as trusts and grants
- Manage the development of applications and proposal documentation
- Manage reporting requirements of donors and external agencies
- In respect to fundraising activities, to work within the framework established by and in collaboration with the Director, Advancement and Communications and the UQ Advancement Office:
  - To assist in the development of a fundraising plan specifically targeted at support for QBI
To assist in building long-term sound relationships with potential supporters including business, industry, government and community groups

- To identify and progress opportunities to attract philanthropic support to underpin QBI’s research activities
- To manage specific fundraising projects approved by the Director of QBI
- To develop and manage community engagement

- To ensure sound relationships and communication with a variety of University personnel at all levels
- Assist in coordinating the activities of the Institute’s Development Board
- Maintaining an in-depth knowledge of the range of activities and research undertaken in the Institute
- Interacting and liaising effectively with all levels of University staff and students, members of external organisations and government, and with the general public in order to answer queries and to obtain information on behalf of the Executive
- Drafting letters, documents and submissions on behalf of others

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 Director, Advancement and Communications, QBI
SELECTION CRITERIA

Essential

- A relevant postgraduate degree with extensive experience in fundraising or an equivalent combination of relevant experience and/or education/training.
- Ability to create professional documentation including proposals, applications and reports
- Ability to undertake research in a wide range of disciplines
- Demonstrated high level written skills with the ability to draft correspondence, documents and submissions and to generate agendas and write minutes
- Demonstrated attention to detail and a high degree of accuracy
- Proficiency in the use of Microsoft Office and related software
- Skilled in using network tools, including email and internet facilities
- Ability to foster strong relationships with a variety of people
- High level interpersonal and oral communication skills
- Ability to prioritise tasks and maintain sounds organisational and time management practices in order to meet deadlines
- Demonstrated ability to be self-directed and to exercise high levels of initiative in a high pressure environment
- Demonstrated ability to be diplomatic, professional and maintain confidentiality
- Demonstrated ability to work as a member of a team in an office 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.

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.