



## POSITION DESCRIPTION

<b>Position Title:</b>	Business Manager
<b>Organisation Unit:</b>	UQ Poche Centre for Indigenous Health
<b>Position Number:</b>	New
<b>Type of Employment:</b>	Fixed term until 30 July 2018
<b>Classification:</b>	Hew Level 7

## ORGANISATIONAL ENVIRONMENT

### About 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://uniquet.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.

### **About the 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 wellbeing underpinned by a clear integrative theme related to preventative health and behaviour change. The Faculty currently consists of 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
- Queensland Alliance for Environmental Health Sciences
- Centre for the Business and Economics of Health
- Poche Centre for Indigenous Health
- Centre for Youth Substance Abuse Research
- Recover Injury Research Centre

<http://habs.uq.edu.au/>

### **About the UQ Poche Centre for Indigenous Health**

The UQ Poche Centre for Indigenous Health (the Centre) was established following a \$10 million donation to UQ from Mr Greg Poche AO and Mrs Kay van Norton Poche. The Centre is part of the national Poche Indigenous Health Network, together with Poche Centres at the University of Melbourne, the University of Sydney, the University of Western Australia and Flinders University in Adelaide and Alice Springs.

The UQ Poche Centre for Indigenous Health has two key areas of focus and concentrates UQ's Indigenous and health expertise towards:

1. building the skilled and available workforce in Aboriginal and Torres Strait Islander health, through:
  - a. supporting Indigenous people in making informed choices and creating pathways into a career in health; and
  - b. contributing to the education and training of researchers and practitioners working in Indigenous health.
2. improving *urban* Indigenous health outcomes across the life course, through:
  - a. translational research, in collaboration with primary care providers and hospitals, that responds to needs identified by Indigenous communities. The Centre's research focus is on improved models of health service delivery to urban Indigenous people, with a major emphasis on prevention and

education, across the life-course – maternal and child health, the health of young people, and the health of adults and older persons; and

- b. encouraging Indigenous undergraduate students into postgraduate research programs and supporting the development of Indigenous researchers.

<http://poche-centre.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:**

This position will support the Director to manage the strategic growth of the Centre, key partnerships and operational business functions. The position is responsible for leading and managing the delivery of the Centre's business operations and administration, and works closely with functional leads within the HaBS Faculty to achieve this. These service areas encompass financial and human resource policy and administration, internal and external reporting, administrative support to the Centre's governance and advisory committees, research administration, IT, OH&S and facilities. The position also acts as a primary link between the Centre, Faculty, University Central Administration and external stakeholders as appropriate.

### **Duties and responsibilities include, but are not limited to:**

#### Strategic Management, Governance and Agreements

- Contribute to Centre strategies and work plans in conjunction with the Director and other senior Centre staff and support the implementation of plans;
- Provide high level advice and support to the Centre's governance structures (for example, management and advisory committees);
- Advise the Director and Centre staff on major internal or external policy changes and their implications for the Centre;
- Contribute to, and facilitate agreements between the Centre and external partners;
- Undertake special projects, including benchmarking activities, for the Centre's senior management which may involve complex matters and short time frames;
- Coordinate submissions (for example research grants and tenders) to external agencies.

#### Finance and Resources Administration

- Contribute to and oversee the management of the Centre's budget and related financial processes (including procurement and expenditure) in a manner compliant with relevant UQ policy and procedures;
- Advise the Director on budget strategies, financial and planning issues and raise alerts on perceived problems and their potential solutions to ensure the Centre is managed within approved budget;
- Coordinate Centre-level services such as IT, space allocation and physical infrastructure as required.

### Management of Centre Office and Leadership of Operational Activities

- Manage the delivery of Centre professional support services including high level advice and support to the Centre's management and advisory committees.
- Manage the human resource requirements for the Centre under the direction of the Centre Director, including:
  - management of the recruitment process (supervise the preparation of staff positions descriptions and advertisements for recruitment), appointment and resignation processes, and retention and performance processes; and
  - manage professional staff leave reporting through maintaining timesheet records and using Aurion to monitor leave taken
- Supervise the professional staff in the Centre including the professional development and annual performance review process of those staff.
- Support the Centre's research activities including assisting with the administrative and financial aspects of the preparation of grant/funding applications and reporting, and providing advice on the terms and conditions governing the funding.
- Support the Centre's outreach and workforce development activities including coordinating programs and projects, preparing reports and negotiating and implementing the terms and conditions of funding agreements;
- Manage and deliver the reporting function of the Centre including coordinating the preparation of the Centre's annual report, reports to the donor and other funding bodies and internal reports as required.
- Advise the Centre senior management team on University policy and ensure consistent implementation and compliance with all University-wide administration, policies and procedures;
- Represent and advocate for the Centre in key internal forums and committees;
- In consultation with the Centre Director and HaBS Marketing and Communications manager, oversee the Centre's marketing activities including the development and maintenance of the Centre's website;
- Establish and manage best practice systems and procedures to improve the effectiveness of operations;
- Any other duties as reasonably directed by the Director.

### 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 of the UQ Poche Centre for Indigenous Health and has a functional reporting line to the HaBS Faculty Executive Manager.

## SELECTION CRITERIA

### Essential

- Completion of an undergraduate degree with at least four years subsequent relevant experience in academic and office administrative fields; or an equivalent combination of relevant experience and/or education/training.
- A demonstrated knowledge and understanding of Indigenous societies and cultures and Aboriginal and Torres Strait Islander peoples in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander peoples.
- Accomplished interpersonal skills including a demonstrated ability to liaise and consult, sensitively negotiate issues and manage change,
- Demonstrated verbal and written communication skills and the ability to draft policy documents, briefings and reports and communicate effectively with staff at all levels.
- Demonstrated organisational and time management skills and a proven ability to prioritise, maintain flexibility, manage multiple and diverse tasks effectively and to work to constant deadlines whilst maintaining consistently high standards.
- Proven ability to contribute to administrative systems, budget formulation and review, operational planning and implementing programs, policy, procedures and processes to increase the operational efficiency and effectiveness of an organisational unit.

### Desirable

- Experience in the Australian higher education sector, particularly as it relates to Aboriginal and Torres Strait Islander education and research.

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.