## POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Manager Research Outputs and Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation Unit:</td>
<td>The University of Queensland Library</td>
</tr>
<tr>
<td>Position Number:</td>
<td>3018586</td>
</tr>
<tr>
<td>Type of Employment:</td>
<td>Full Time / Continuing</td>
</tr>
<tr>
<td>Classification:</td>
<td>Hew Level 8</td>
</tr>
</tbody>
</table>

### 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 $11 billion+ (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 University of Queensland Library**

The Library provides a range of services to its customers, maintaining traditional library services as well as implementing new technologies in service delivery and the provision of information skills programs to a variety of clients. The Library pro-actively supports the University’s learning, discovery and engagement strategies in a rapidly changing environment.

The Library’s collection is one of the largest academic collections in Australia and by far the largest in Queensland. The collection encompasses more than 2.5 million volumes, a burgeoning online collection of approximately 75,000 distinct journal titles in electronic and/or print format, over 500,000 electronic books and over 1,000 networked databases, as well as manuscripts, microform and pictorial collections.

Information about the University of Queensland Library including its Profile and Operational Plan is available at www.library.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 is a leadership and management position at the University of Queensland Library. The primary purpose of the role is to:

- deliver expert services which support the University and ensure that the Library provides the highest level of research output and impact services to facilitate research evaluation and research data management for UQ researchers.

- establish and maintain training programs, both online and in-person instruction, in areas of bibliometrics and research data management for the UQ community, including specific training for UQ Librarians in emerging areas of metrics and data management

**Duties**

Duties and responsibilities include, but are not limited to:

- Collaborate with key staff within and external to the University resulting in the delivery of high quality research support services that align with the University and Library strategic goals.

- Initiate and maintain high-level relationships with research units, administrative divisions and individual researchers to ensure they are aware of the range of research output and impact services available to them and how they can be applied to support their research endeavour.

- Lead, coordinate and manage the activities within the Research Outputs and Impact team across research evaluation and data management
Monitor the research grant funding and data management landscapes and provide expert advice, recommendations and high-level support to the Associate Director, Scholarly Communication and Digitisation Services, including the development of training programs and briefing notes.

Lead designated University and Library projects that support and enhance activities relating to research, research quality and impact, and data management.

Provide advice and training to develop and build the skills and capabilities of both liaison librarians and researchers in the research output and impact area, including the use of new tools and resources.

Implement programs, procedures and policies that will contribute to increased operational efficiency in bibliometrics and data management.

Analyse and interpret detailed and complex information including both qualitative documents (such as policy documents) and quantitative information.

Develop briefs and reports on indicators of research performance at the level of the individual researcher, the research group, institution and whole of sector.

Review the current policies and practices in relation to Research Outputs and Impact at UQ Library and make recommendations for future programs and policies.

Provide input to the development of appropriate performance measures in relation to planning targets, assessing and reporting on the results and implementing changes as required.

Work in partnership with other service areas within the Library (eg Manager, Marketing and Communication, Web Manager, Manager, Information Assistance, Faculty Team Managers) and liaise with Client Service Managers within the Library in relation to these areas, as well as with other areas of the University including Global Engagement (UQ International), and UQ Research Management Office and Student Services.

Participate in The University of Queensland Library’s overall strategic planning and policy development.

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:

- 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 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 Associate Director, Research Outputs and supervises a team of staff.
SELECTION CRITERIA

**Essential**

- A University degree at postgraduate level, with substantial experience in a research intensive university or similar environment, or an equivalent combination of relevant experience and/or education/training.

- Demonstrated knowledge and experience providing high level services to support and enhance activities relating to research, research training, research quality and impact and an understanding and awareness of the role and potential role of a University Library in supporting its institutional research activities.

- Demonstrated knowledge of bibliometrics and research data management, and high-level skills in the use of current technologies and tools to deliver library and information services in an academic, or research library.

- Excellent organisational skills with demonstrated ability to manage multiple projects and people effectively against differing timelines/changing priorities and an ability to implement programs, procedures and policies that will contribute to increased operational efficiency.

- The ability to analyse and interpret detailed and complex information including both qualitative documents (such as policy documents) and quantitative information including indicators of research performance at the level of the individual researcher, the research group, institution and whole of sector.

- Excellent interpersonal and communication skills, with the ability to negotiate, demonstrate diplomacy and tact, and effectively build relationships with a diverse group of senior stakeholders, colleagues, and staff.

- Excellent people management skills, with a demonstrated ability to manage, motivate, mentor and lead a team of staff in a changing environment with external deadlines and tight timelines.

- Demonstrated high level of accuracy and attention to detail and quality and timeliness of completed work, including written reports and presentations.

- Ability to work autonomously and be self-motivated, combined with a high level of initiative, drive and enthusiasm. Strong work ethics and willingness to go the extra mile to accomplish tasks in a fast-paced environment.

The University of Queensland values diversity and inclusion.

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