POSITION DESCRIPTION

Position Title: Centre Manager, Dow Centre for Sustainable Engineering Innovation
Organisation Unit: School of Chemical Engineering
Position Number: 3026524
Type of Employment: Full-Time, Fixed Term for 3 years
Classification: HEW Level 8

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.

Organisational Environment

The School of Chemical Engineering is an international leader in the chemical engineering field and has an excellent reputation, built over many decades at The University of Queensland.

We deliver quality programs and leadership in chemical engineering education, research and development, and expert consulting to support the process industries. Undergraduate teaching within the School focuses on the disciplines of chemical, biological, environmental and metallurgical engineering and postgraduate programs are available in growing fields including water, sustainable energy and petroleum engineering.

The School’s project-centered curriculum was recently recognised as an international exemplar of engineering education. Worldwide, UQ Chemical Engineering was ranked 33rd in the QS World University Rankings 2017 for chemical engineering. We also received the highest score for chemical engineering in Australia in the Excellence in Research for Australia study (2015). Central to the School’s success are our staff, specifically the academic, research and professional staff. They are engaged in pioneering teaching and research crossing traditional disciplinary boundaries, mindful of their role in addressing the big challenges that lie ahead.

As the School enters an exciting phase of building on recent successes in individual industry-linkages and international-research partnerships we are interested in new staff to join us on this journey to further increase our local and international impact in learning and discovery in chemical engineering.

The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position regardless of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with the University, is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

For more information about the School, please visit: www.uq.edu.au/chemeng

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

The Centre Manager is responsible for Centre operations, personnel management, OH&S, Centre financial documentation, and correspondence. The Manager provides support to the Director and Advisory Board and contributes to implementation of Centre strategic initiatives, policies and procedures.

Duties

Duties and responsibilities include, but are not limited to:

Administrative Management and Director Support

- Ensure that University’s administrative and research policies & procedures are implemented consistently and fairly within the Dow Centre.
- Provide planning and project controls support for projects undertaken by the Dow Centre, including assisting the Director with the formation and monitoring of the Dow Centre Strategic Plan and planning and management of new initiatives.
- Prepare and ensure timely submission of Dow Centre’s reports in accordance with its reporting obligations.
- Manage the development of the Dow Centre’s physical resources including: space usage; planning and coordination of major and minor capital works; maintenance programs and contracts; purchases and IT.
- Ensure research support is provided effectively and efficiently.
- Manage all Dow Centre events: conferences, workshops, board meetings etc.
- Proofread and edit Centre publications as required.
- Ensure the Centre’s website and social media are updated and maintained as required.
- Liaise/co-operate with EAIT, other Schools and University administrative units and represent the Centre whenever required.
- Assist in the organisation of the Dow Centre’s annual Sustainable Innovation Student Challenge Awards.
- Organise and schedule appointments, meetings and travel.
- Reconcile credit card expenses.

Resource and Personnel Management

- Develop and monitor the Dow Centre’s budget of 3M+ annually.
- Advise and report to Director on budgetary forward projections and planning issues at the project and overall centre level.
- In collaboration with UQ Contracts & Grants, co-ordinate the preparation of financial reports as per the requirements on each individual agreement.
- Manage the Dow Centre’s financial policies and procedures, ensuring compliance with statutory and University requirements: cost control, cost recovery, advice and reporting.
- Coordinate the preparation of financial statements and reports for research grants as required.
- Manage financial issues as they occur on a daily basis.
- Under guidance of the Director and in coordination with EAIT HR, arrange recruitment and appointment of all staff.
- Direct supervision of all administrative staff employed by the Dow Centre.
- Management of the induction and training program for new staff, visitors, undergraduate and postgraduate students.
- Implement performance planning and review policies for all Dow Centre staff.
- In consultation with relevant EAIT officers, provide or arrange financial, HR, IT and OH&S support for all Dow Centre members.
- Comply with the University’s Code of Conduct (see the University's web site at http://www.uq.edu.au/staff/employment/).

**Occupational Health and Safety and Environmental Management:**
- Actively support Centre staff with OH&S issues.
- Review Dow Centre procedures where and whenever necessary.
- Comply with requirements of Queensland environmental legislation and the University’s environmental management system and policies.

**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 Dow Centre, School of Chemical Engineering.

The position has budgetary responsibility to the amount of $500
SELECTION CRITERIA

**Essential**

- A university undergraduate degree and at least 5 years’ administration and management experience in a higher education environment or related field.
- A good understanding of engineering and science technical objectives, philosophy and quality standards.
- The ability to act autonomously within set guidelines in order to implement the vision of the Dow Centre’s Director.
- The ability to implement programs, procedures and policies that will contribute to the increased operational efficiency of the Dow Centre.
- A good working knowledge of University financial operations and systems as well as a broad understanding, or the capacity to gain a broad understanding, of the Commonwealth and University funding system.
- A working knowledge of university information systems as well as a good understanding of University policies and procedures relevant to Dow Centre operations (eg. Human Resources, Gender Equity, Health & Safety, Financial Reporting).
- A good understanding of the operation and rules associated with research grants, grant application processes and commercialisation.
- A high level of interpersonal and communication skills including the ability to negotiate, provide advice and liaise with a wide range of individuals and agencies.
- Must be self-motivated and take initiative within established management guidelines.

**Desirable**

- Postgraduate qualifications or equivalent experience in Business Management, Project management or Innovation Management.
- Skills in strategic and operational planning and marketing associated with a large organisational unit.

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.