POSITION DESCRIPTION

Position Title: Research Assistant (Communications)
Organisation Unit: School of Chemical Engineering
Position Number: NEW
Type of Employment: Part-Time, Fixed-Term for 3 years
Classification: Research Professional HEW Level 6

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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 will have further success in this area as an important strategic aim 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

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.
DUTY STATEMENT

Primary Purpose of Position

Utilising waste as a feedstock facilitates transition to a circular economy. The CRC-P project aims to deliver technology for the efficient conversion of waste to high-energy-density liquid fuel using catalytic, low temperature and low-pressure depolymerisation. The Research Assistant (Communications) will support the development, demonstration, and dissemination of strategies for to optimise the depolymerisation process. The role will be 80% project administration and 20% experimental.

Duties

Duties and responsibilities include, but are not limited to:

- Oversee project communications, including documenting project meetings
- Coordinate and develop methods of sample analysis and manage procurement of equipment and consumables.
- Act as liaison with industry partner and report on CRC-P milestones.
- Control and manage project data and documents, manage file exchange with China pilot facility, and communicate project outcomes through various mediums.
- Provide support to the lab and pilot scale experiments.
- Any other duties as directed by your supervisor.

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 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 Project Leader for the School of Chemical Engineering.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree in Material Science / Chemistry; with subsequent experience, or an equivalent combination of relevant experience and/or education/training.
- Experience in contributing towards research programs particularly industry-focused research through organising and documenting meetings, data management, laboratory protocols and disseminating project outcomes.
- Strong written and verbal communication with high-level interpersonal skills and the ability to establish and maintain effective relationships with both internal and external stakeholders.
- Demonstrated ability to work independently and the ability to work collaboratively with colleagues in a multidisciplinary environment.
- High attention to detail and strong time management skills with the ability to prioritise tasks and meet deadlines.

Desirable

- A current Driver Licence for travel between Pinjarra Hills and St. Lucia campuses.
- Knowledge of pre-treatment of wood and plastics and catalytic depolymerisation;

Qualification Verification

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

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 Part-Time position however; flexible working arrangements may be negotiated.