POSITION DESCRIPTION

Position Title: CoralWatch Project Manager
Organisation Unit: Queensland Brain Institute
Position Number: 3028866/3035284/3035224
Type of Employment: Part time, Fixed term
Classification: HEW Level 7

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim going forward.

QUEENSLAND BRAIN INSTITUTE

Established in 2003, QBI (www.qbi.uq.edu.au) is housed on the St Lucia campus of UQ. It is home to more than 400 staff, including 36 group leaders, working across a range of disciplines, focused on discovering the fundamental mechanisms that regulate brain development and function in health and disease.

Over the past decade QBI has become 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.

Working with Animals

Working with laboratory animals is an inherent requirement of some positions. Appointment to these positions may therefore be subject to, and conditional upon, satisfactory medical clearance(s) (including disclosure of relevant medical history) to undertake such work without unreasonable risk to your health and to fully comply with necessary ongoing health monitoring procedures and control measures associated with the position.

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

CORALWATCH

CoralWatch is a non-profit organization headed by Prof. Justin Marshall. CoralWatch is working with hundreds of groups and individuals worldwide to increase understanding of coral reefs, coral bleaching and climate change. CoralWatch enables anyone, from children to dive professionals to collect data on coral bleaching and health using the simple and non-expensive Coral Health Chart. CoralWatch combines this tool with educational products and workshops to increase community awareness about coral reefs and climate change. Further information can be found at: http://www.coralwatch.org

The primary purpose of this Project Manager Position is to be involved in the organization and delivery of CoralWatch activities. They work collaboratively with a second CoralWatch Project Manager and carry out additional activities as directed by the head of the group.
Duties

Duties and responsibilities include, but are not limited to:

- Write and assist with production of CoralWatch reports, papers and newsletters;
- Develop and manage overall CoralWatch social media content & communication strategy;
- Oversee project budget and financial reporting with Lab Manager and Group Director;
- Assist with the promotion, production and distribution of CoralWatch materials (including DIY Kits, Education books and Reef Education packages);
- Contribute to content development of new CoralWatch products;
- Develop and deliver content for community/teacher events and workshops;
- Logistical planning for workshops and community events, including field trip components;
- Collaborate with current CoralWatch project partners and connect with new partners and complimentary reef monitoring and education programs;
- Analyse data from CoralWatch global bleaching database, report on key project and study findings and communicate to project participants;
- Identify, invite and support users of the CoralWatch system;
- Assist in applying for grants, awards and sponsorship for the project;
- Other duties as directed by the 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 Professor Justin Marshall.
SELECTION CRITERIA

Essential

- Applicants should possess a Bachelor of Science (Marine Biology) or equivalent with subsequent relevant experience; or extensive experience and specialist expertise and/or an equivalent combination of relevant experience and/or education/training.
- Demonstrated knowledge of coral reef ecology.
- Experience developing and facilitating teaching and education programs.
- Demonstrated ability to develop effective high-quality print and multimedia design from concept to completion.
- Ability to work independently with limited supervision.
- Ability to manage time effectively under conflicting demands.
- Excellent communication and interpersonal skills.
- Excellent written skills.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.