POSITION DESCRIPTION

Position Title: Project Manager
Organisation Unit: Advanced Water Management Centre
Position Number: 3039370
Type of Employment: Full time, fixed term for one year (with possible extension)
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 (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 Australian Teaching and Learning Council Awards for Teaching Excellence 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 will have further success in this area as an important strategic aim going forward.

**Advanced Water Management Centre**

The Advanced Water Management Centre (AWMC) is an internationally recognised centre of excellence in innovative water technology and management. The Centre has established an outstanding worldwide reputation in urban water management and related fields. An award winning multidisciplinary team delivers practical technological solutions underpinned by fundamental scientific discoveries.

The Centre has six interlinked programs namely next generation urban water technologies, integrated urban water management, sewer corrosion and odour management, nexus of urban water, health and environment, resource efficient agri-industry and environmental biotechnology. Collaborative linkages with industry are strong. Solutions developed by the Centre have yielded quantifiable benefits in the order of hundreds of millions of dollars to the Australian water industry and other sectors. At the same time, the AWMC has an outstanding academic publication record, publishing on average over 100 papers a year in high quality journals including the most prestigious multidisciplinary journals including Nature and Science, and top discipline journals such as Water Research and Environmental Science and Technologies.

The AWMC has approximately 100 staff and students including 35 academic and research staff and more than 50 research students. The Centre has well-established process, microbiology and analytical labs. The direct collaboration with industry partners has also led to the creation of several field facilities including the Innovation Centre at Queensland Urban Utilities’ Luggage Point Sewage Treatment Plant, supporting technology demonstration at larger scales and under practical conditions.

The Centre recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Centre 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.

Information about the Centre may be accessed at http://www.awmc.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

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

Primary Purpose of Position

Professor Zhiguo Yuan, Director of the Advanced Water Management Centre, and his research team have recently been awarded several projects including an Australian Laureate Fellowship project, an Advanced Queensland Innovation Partnerships project, ARC Industry linkage projects and also industry-funded collaborative research projects. These projects require both laboratory studies and field experiments, involving collaboration with industry partners as well as other universities.

A full-time Project Manager is sought to manage and coordinate these projects on a day-to-day basis. The position, primarily based at the University, will be responsible for the overall project management including both research activity management, financial management and communication management.

Duties

Duties and responsibilities include, but are not limited to:

Research Management

- Manage and coordinate research activities between research and industry partners, and between projects to ensure the successful delivery of research outcomes
- Monitor and manage, in close collaboration with the Project Leaders, research progress against milestones, and report to the Project Leaders and the Project Advisory Committees (PACs), where available
- Maintain close interactions with all research and industry partners through regular visits and other communication means
- Facilitate and foster communications between research and industry partners, and between projects
- Assist the Project Leaders on overall project planning, including task and resource allocations
- Organize technological transfer and uptake sessions
- Coordinate the dissemination of information to the project partners and the broad community

Financial Management

- Develop and monitor budget, prepare budget and expenditure reports and formulate budget projections for the Projects’ operational funds
- Advise and report to Project Leaders on budgetary forward projections and planning issues.
- Prepare financial reports as part of the reporting requirements

Administrative

- Manage, together with relevant staff in the project partner organisations, all the Projects’ statutory and legal requirements including contracts, Intellectual Property, OH&S, equity, etc.
- Identify and classify knowledge generated by the projects and develop strategies for its protection and/or controlled dissemination to be proposed to the Project Leaders and the PACs.
- Organising and facilitating project meetings including both internal and external meetings; preparing minutes for provision to stakeholders.
- Ensure that PAC meetings are duly scheduled and outcomes documented.
- Organizing IP Committee meetings, where appropriate, and prepare minutes or provision to stakeholders.
- Preparation of project summary reports prior to various meetings.
- Coordinate the preparation of detailed project reports, including progress, milestone and final project reports.
- Assist the Project Leader in reporting to the funding organisations such as the ARC and State Government.
- Identify strategies and practices to ensure that information and communication technology is used effectively in the projects.
- Facilitate the efficient running of all project by ensuring that a consistent system of research administration is in place across the projects.
- Support Project Leader and other Chief Investigators to ensure that the various University administrative and research policies and procedures are implemented effectively and consistently within the Projects.
- Assist with the recruitment process, by drafting position descriptions, organising interviews, etc.
- Liaise/co-operate with the AWMC, Faculty and University of Queensland administrative units regarding all administrative requirements of the projects.
- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/staff/employment/)

**Communications and Relationships**
- Assist to develop, and regularly update (with appropriate IT support) project websites.
- Manage and coordinate the interactions, including public relations, between the project and the wider research and industry communities including project partners.
- Foster the Projects’ relations with industry, government departments, professional bodies and the wider community.
- Performing and Editorial role in reviewing reports, papers, presentations etc to ensure conciseness and clarity of messages to stakeholders and others.
- Develop newsletter and fact sheet templates to be prepared by researchers and industry partners to provide project stakeholders with information about the project progress and outcomes.
- Actively seek new members and further collaborations to maximise the value of the projects to stakeholders.

**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 Professor Zhiguo Yuan, Director of AWMC, and Leader of the Projects.

SELECTION CRITERIA

Essential
• A degree in Chemical/Civil/Environmental Engineering or Science or experience deemed equivalent.

Desirable
• Postgraduate degree in administration, management or technical/scientific field or equivalent training in these areas

Knowledge and Skills

Essential
• Demonstrated knowledge and skills in project or business management processes.
• Demonstrated knowledge and skills in coordinating collaboration involving multiple partners with different approaches and interests. These include academics, PhD students, industry’s technical experts and managers.
• A good understanding or the capacity and willingness to obtain a good understanding of research and research management.
• A good working knowledge of the water industry, particularly wastewater systems.
• Demonstrable skills in high-quality report writing (and presentation skills) by summarising complex technical issues and converting them into non-specialised, yet scientifically accurate, reports to be read by a broad audience with different expertise and understanding.
• Knowledge and experience in OH&S rules and regulations for activities that take place in the field and in laboratories.

Desirable
• Demonstrated skills in using project planning and management tools such as Microsoft Project or other similar tools.

Experience

Essential
• Experience in coordinating and managing large (> 1m) projects involving multiple partners.
• Experience in the water industry preferably in the wastewater sector.
• Direct working experience in research and/or a good understanding of research.
• Demonstrated negotiation and conflict resolution experience in managing multi-disciplinary programs.
• Experience in managing teams.

Desirable
• Experience in management of intellectual property
• Familiarity with the University system

Personal Qualities

Essential
• Demonstrated high level communication, inter-personal and management skills
• Ability to work collaboratively with colleagues and to motivate teams to achieve objectives and outcomes
• Demonstrated ability to work independently
• Determination and ability to work to deadlines and under pressure
• Outcome focused
• Commitment to develop skills and expertise as required in position.

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.

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.