POSITION DESCRIPTION

Position Title: Project Controller

Organisation Unit: UQ Energy Initiative: Carbon Capture and Storage R&D Project

Position Number: 3036740

Type of Employment: Fixed Term – Full Time

Classification: Hew Level 9

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 UQ Energy Initiative

The UQ Energy Initiative was established in 2011 to integrate UQ’s strengths and diversity in energy research. With many government and industry partners, UQ is uniquely placed to understand and address the challenges ahead. UQ’s breadth of experience ranges from engineering, material sciences and mining research, to social policy, economics, and environment. This aligns with the specific challenges facing Australia with its abundant and cost competitive coal and gas resources and an economy that is heavily reliant on fossil fuels. Accordingly, our energy research focuses on transforming traditional energy technologies and systems, while supporting renewable energy technologies and the development of new concepts and emerging solutions. Complementing this technology research, we are developing significant programs mapping social change and the economic and environmental impact of the new energy era.

A key focus of the UQ Energy Initiative is to facilitate engagement between the university’s best researchers and leaders in industry and government. The priorities of industry and policy makers need to inform and drive UQ energy research programs to make them as effective as possible.
Energy researchers at UQ are guiding our energy future through scientific discovery and technological innovation

For more information go to: https://energy.uq.edu.au

Carbon Capture and Storage R & D Project

This project is part of one of the seven projects funded under the Australian Government's Carbon Capture and Storage Research Development and Demonstration Fund (CCS RD&D Fund). The CCS RD&D Fund provides funding for carbon capture and storage (CCS) projects with a particular focus on transport and storage.

This $13M project was awarded to the University of Queensland to support the Australian Government’s commitment to reduce the technical and commercial barriers to the deployment of large-scale CCS projects. The project is interdisciplinary in nature and will have you working alongside technical experts to gain a better understanding of how best to deploy CCS in society.

The project controller role for this project will be a pivotal component of overall project team and contracted deliverables.
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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The primary purpose of this position is to provide high-level project and administrative support for the Carbon Capture and Storage R&D Project. The Project Controller will be responsible for developing and implementing advanced project scheduling that gives continual work flow for the overall project work program ensuring all components of the project are completed within the expected delivery timeframes, and budget and in line with funding bodies’ contractual requirements. This position supports the Director and Project Technical Leads to meet the project objectives and to maintain strong and beneficial partnerships between key internal and external stakeholders for the Project.

**Duties**

Duties and responsibilities include, but are not limited to:

**Project Coordination**

- Provide advanced planning and scheduling support to the Project Director, and Sub-Project Technical Leads to help ensure they meet their Customer, Delivery, Safety and Quality objectives.

- Manage the master schedule for the project and sub-projects, including integrating multiple schedules into a master project schedule and accommodating changes to the project scope, timeframes and budget.

- Assist Project Director, and Sub-Project Technical leads, in creating short-term schedules, monitoring such schedules to determine impact on master schedule.

- Work in collaboration with Project Director, and Sub-Project Technical Leads to drive consistency of the project scheduling approach to facilitate accuracy in project execution and reporting.

- Identify and record the progress of work to baseline milestones, identify corrective actions, and ensure the adherence to schedules, deadlines, and project milestones.

- Continually monitor & review progress to plan throughout the life of the project in conjunction with Project Director, and Sub-Project Technical Leads.

- Coordinate preparation of monthly, quarterly, milestone and adhoc reports to enable the Project Director to meet contracted and internal reporting requirements.

- Take an active part in the project issue/risk management process, by contributing to the identification and prioritisation of existing and potential issues and risks, and helping to develop strategies and controls to mitigate these. Use sound judgement to identify which issues and risks should be escalated.

- Consult with the appropriate project team members to ensure proper planning is completed prior to the commencement of work.
• Assist Project Director, and Sub-Project Technical Leads plan the most efficient use of resources within the project, including coordinating inter-project dependencies such as equipment and resource allocation.

• Identify potential gaps or obstacles that may compromise the success of projects, trouble shooting, and presenting appropriate strategies to overcome barriers.

• Provide timely and accurate information to Project Director and other senior academics including project resourcing, project status, milestones achievement and project schedules, to enable fully informed and timely decision-making.

• Maintain Project management system (Celoxis) including creating accounts, setting up projects, providing training, ensuring all materials are uploaded.

• Implement mechanisms to ensure project staff fully understand and comply with requirements related to project milestones and other contractual obligations.

Research Data Management

• Coordinate and liaise with IT/Data Management professionals and project staff to identify, implement and manage adequate solutions for project data storage and data management.

Contract Management

• Primary point of contact for managing research contracts and agreements for the project.

• Triage of research contracts and agreements to assess requirements for legal and administrative review, in accordance with specified criteria and guidelines.

• Coordination of instructions to Research Legal.

Innovation

• Implement and maintain project processes, including process mapping and template creation.

• Exercise initiative and offer suggestions for improving processes.

• Involve others in the identification of change initiatives and the implementation process.

Human Resource Management

• Responsible for supervision and management of Assistant Project Controller (Finance and Reporting)

• Advise, support and coordinate academic and professional staff and students involved in the project (indirect reporting relationships) to make sure project objectives and timeframes are met as well as ensure compliance with funding bodies’ requirements.

• Assist in building project management capability within the Project Team by collaborating with other staff, coaching, mentoring and encouraging the appropriate use of project management techniques by others.

Engagement Activities

• Develop and support effective working relationships with senior project funder representatives, senior academics, researchers, professional staff and PhD students
to facilitate the effective management of project elements, including but not limited to governance, finance, reporting, data management, legal agreements and contracts.

- Build and manage relationships with industry senior executives to help ensure key research agreements and contracts are negotiated effectively.

**Other**

- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987)

- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956)

- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities

**Reporting Relationships**

This position reports to the CCS RD & D Project Director
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to postgraduate qualifications and extensive relevant experience; or extensive management experience and proven management experience; or an equivalent combination of experience and/or education/training.
- Demonstrated knowledge and experience in contractual management associated with large projects including writing briefs and instructing legal advisors
- Excellent organisational skills with demonstrated ability to coordinate scheduling of large projects effectively against differing timelines/changing priorities and an ability to implement programs, procedures and policies that will contribute to increased operational efficiency.
- Subject matter expert in project management, demonstrated by relevant project management experience and with a strong track record in delivering major commercial and research projects;
- Excellent interpersonal skills and problem solving ability, 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 staff (both direct and indirect reports) in an 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. Effective oral and written communication skills for a diverse audience of stakeholders.
- 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.

Desirable

- Experience in the Higher Education sector.

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.