POSITION DESCRIPTION

Position Title: Research Administration Officer (RAO)
Organisation Unit: Office of Sponsored Research, UQ Research and Innovation
Position Number: 3011278
Type of Employment: Continuing Full Time
Classification: HEW Level 6 / 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 (55), 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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 $11 billion+ (see http://uniqest.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 Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for enhancing the university's performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management, research infrastructure management, and research ethics and integrity.

Further information is available at: http://www.uq.edu.au/research

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-ug

DUTY STATEMENT

Primary Purpose of Position

Within the UQ Research and Innovation portfolio, the Office of Sponsored Research (OSR) provides administrative and strategic support in the key functional areas of research grants administration.

Working within the OSR, Research Administration Officer/s will facilitate the dissemination of information and advice to researchers on sources of research support, both external and internal. They in turn assist researchers through the application and assessment process and administer the grants awarded. Each Research Administration Officer is responsible for one or more the University’s Faculty or Institute areas.

Duties

Duties and responsibilities include but are not limited to:

Administration

- Be familiar with the research performance and grants profile of one or more Faculties/Institutes at UQ, and be a primary point of contact within the Research Grants Unit for those Faculties/Institutes.
- Have a solid understanding of the strategic research initiatives of the Faculties/Institutes for which the position has responsibility/oversight.
- Coordinate specified external funding schemes involving preparation of checklists for review of eligibility and compliance, provision of feedback on applications, submission of applications by external deadlines.
- Coordinate and assist with development of research grant applications.
• Coordinate internal funding schemes as required, involving the preparation of guidelines, advertisement, and administration of application and award processes.
• Assist researchers in the identification of opportunities, both in terms of advocacy and funding, for the advancement and sustainability of activities.
• Be responsible for the identification and provision of information regarding major research income opportunities relevant to the Faculties/Institutes for which the position has responsibility.
• Plan, organise and participate in research funding seminars/workshops.
• Maintain and develop relationships with external funding agencies in order to progress the interests of UQ.
• Administer grants, including progress and final reports, account establishment, and other post-award matters.
• Evaluate and check research contracts for compliance with policy and administrative requirements in consultation with Research Legal Services.
• Liaise with the Associate Deans Research, Institute Deputy Directors and Research Partnerships Managers (RPMs) in the relevant Faculties and/or Institutes.
• Liaise with key sections of the University such as Human Resources, Finance and Business Services and School/Centre/Institute financial managers concerning research grant management.
• Act as a non-voting member of Faculty/Institute research committee/s and provide advice to committee/s and Faculties/Institutes on both University funding schemes and external schemes.
• Prepare discussion papers and other policy-related documentation arising from the administration of research grants.
• Other duties as required.

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 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 Manager, Sponsored Research.
## SELECTION CRITERIA

### Essential

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<th>HEW 6</th>
<th>HEW 7</th>
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<td><strong>Qualifications</strong></td>
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<td>- A degree with subsequent relevant experience; OR</td>
<td>- Completion of a degree with at least four years subsequent relevant experience; OR</td>
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<td>- Extensive experience and specialist expertise or broad knowledge in technical or administrative fields; OR</td>
<td>- Extensive experience and management expertise; OR</td>
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<td>- An equivalent combination of relevant experience and/or education/training.</td>
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<th><strong>Knowledge and Skills</strong></th>
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<td>- High level of computer proficiency and practical understanding of administrative computer applications, especially with data on mainframe corporate systems. Knowledge of higher education policies and procedures in relation to research administration, or demonstrated capacity to gain this knowledge. Excellent written and interpersonal communication skills. Broad knowledge of human resource policies and procedures or demonstrated capacity to gain this knowledge. Broad knowledge of the University's Faculties and Institutes.</td>
<td>- High level of computer proficiency and practical understanding of administrative computer applications, especially with data on mainframe corporate systems. Proficiency at an advanced level using computer software packages for word-processing, data storage and retrieval, and spreadsheets. Detailed knowledge of higher education policies and procedures in relation to research administration, or demonstrated capacity to gain this knowledge. Excellent written and interpersonal communication skills. Knowledge of human resource policies and procedures or demonstrated capacity to gain this knowledge. In depth knowledge of the University's Faculties and Institutes or ability to rapidly acquire knowledge.</td>
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<th><strong>Experience</strong></th>
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<td>- Demonstrated experience in the development of strong external and internal relationships. Demonstrated ability to draft strategic reports and policy papers with a high attention to detail, in conjunction, as appropriate, with other senior staff members.</td>
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### Experience in the area of research administration or research management.

### Personal Qualities
- Integrity, diplomacy and sensitivity in communicating with a wide range of client groups.
- Ability to work cooperatively and constructively with staff from within a variety of settings from within the University and external to the University.
- Ability to work effectively with external funding organisations.

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### Desirable

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<td>Experience</td>
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The University of Queensland is committed to equity, diversity and inclusion.
Training Program and Competency Based Assessment

Training and development will be provided in each of the areas below. It is expected that the training plan will take between 1 and 3 years to complete, depending on the base level skills and experience of the incumbent. The key differentiating factor between the broad-banded levels is the degree to which knowledge, experience and advanced skills to perform tasks at higher level.

Completion of the following training (or equivalent) is essential for progression to HEW Level 7:

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<th>HEW 5 Level Competency for Role</th>
<th>Recommended Development Options</th>
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<td>'Pre-Award' management of research grants</td>
<td>• Training and mentorship in pre-award processes, including the management of granting rounds, and comprehensive on the job experience in reviewing applications, including matters of compliance (CI and project eligibility, budgets, GST, overheads) and broad aspects of grantsmanship, developing to an advanced set of assessment and grantscraft skills over time. On progressing to HEW 7, an appointee would be expected to successfully and proactively manage major grant rounds (for example for key ARC or NHMRC schemes) with high level outcomes in compliance, process and value adding to applications. A HEW 7 appointee would also be expected to coordinate the actions of other team members as appropriate, and ensure quality and consistency are maintained in grant round administration. As a HEW 6, experience would be acquired in managing or co-managing grant rounds of low and intermediate complexity, with input from the Manager, Sponsored Research and Director-OSR in preparation for running major/highly complex rounds.</td>
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<td>• A HEW 7 appointee would also be expected to demonstrate a detailed understanding of a range of funding opportunities (rather than a broad awareness of these as required at HEW 6), consistent with discharging an effective research development role. For a HEW 6, this knowledge acquisition would be underpinned by attendance at grant workshops for a number of schemes, and funding agency presentations, to increase breadth and depth of grants specific knowledge in preparation for a more senior research development role.</td>
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"Post-Award" management of research grants

- Training and mentoring in post-award grant processes, including establishment of accounts, management of funded grants, post-award variations, post-award deadlines and progress/final reporting. For transition between a HEW 6 and HEW 7, on the job experience in grant establishment across a wide range of funding schemes would be expected to be demonstrated and applied, including proficiency in negotiating more complex GST, contractual and overheads matters.
- In addition, training would be undertaken in using Business Objects to underpin active pre-and post-award grants management practices, but also in terms of exercising a strategic research development role for the faculties/institutes for which the position has responsibility.

Competencies required for progression to HEW 7

Progress to HEW Level 7 will be dependent upon successful achievement of those competencies listed below. The competencies should be achieved independently, without the need for guidance or direction from supervisor or more senior staff:

1. High level of computer proficiency with data on mainframe corporate systems which include AURION, Research Master, Business Objects. Proficiency at an advanced level using computer software packages for word-processing, data storage and retrieval, and spread sheets.
2. In depth knowledge of the University’s Faculties and Institutes.
3. Demonstrated ability to write strategic reports and policy papers with a high attention to detail, in conjunction, as appropriate, with other senior staff members.
4. Experience in the area of research administration or research management.
5. Effective management skills demonstrated by interactions with internal and external clients
6. HEW 7s are expected to have an active research development role and manage granting schemes of varying levels of complexity, including those of a very complex nature, with a high degree of autonomy.
7. HEW 7s are expected to produce policy and procedural documentation and exercise complex judgements with the same level of independence, whilst complying with UQ Research & Innovation policies and standard operating procedures.