



POSITION DESCRIPTION

Position Title:	CIBIT Centre Manager
Organisation Unit:	ARC Training Centre for Innovation in Biomedical Imaging Technology (CIBIT) Centre for Advanced Imaging
Position Number:	TBA
Type of Employment:	5 years Fixed term, full time
Classification:	HEW Level 8

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 \$11 billion+ (see <http://uniquet.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 Centre for Advanced Imaging (CAI) is a strategic initiative of The University of Queensland, reflecting the growth in biotechnology, biomedical and materials research requiring advanced imaging capabilities. As a leading imaging research facility in Australia, and one of a handful in the world, CAI brings together the skills of a critical mass of researchers and 'state-of-the-art', world- or Australian-first research imaging instruments. NMR, EPR, MRI, PET, CT and optical imaging are now key platform research technologies for studying the structure and function of biomolecules and living organisms, from proteins to the human. The Centre for Advanced Imaging (CAI) at the University of Queensland hosts the largest Node of the National Imaging Facility (<http://anif.org.au/>) and is also the base of NIF Central Management.

CAI conducts research across the spectrum from development of new imaging technologies, analysis of molecular structure, synthesis of MRI and PET biomarkers targeting fundamental biological processes to studies of major diseases, such as neurodegenerative disorders, cancer and cardiovascular disease affecting a range of organ systems, through to imaging economically significant agricultural animals and plant material, minerals and construction materials.

Further details on the Centre for Advanced imaging and the research interests of its staff can be found on CAI's website <http://www.cai.uq.edu.au/>

CAI is committed to supporting the career growth of female researchers and have a number of initiatives to support females in developing and achieving a fulfilling research career at the institute. For more information, please visit our CAI Women in Imaging website at <https://cai.centre.uq.edu.au/women-imaging>.

The **ARC Training Centre for Innovation in Biomedical Imaging Technology (CIBIT)** within CAI is aiming to help transform Australia's Medical Technologies and Pharmaceuticals industry. CIBIT expects to train 20 industry-ready innovation scientists who will undertake industry-driven research to overcome bottlenecks in the development and application of novel diagnostics, therapeutics and theranostics and to inform changes in regulatory policy that support industry growth. CIBIT is supported by industry partners Siemens Healthcare Pty Ltd, BGI International Pty Ltd, Inter-K Peptide Therapeutics, Clarity Pharmaceuticals Pty Ltd, Minomic International Ltd, Theranostics (Australia) Pty Ltd, Brisbane Veterinary Specialist Centre, Uniting Care Medical Imaging Pty Ltd and Red Radiology Pty Ltd.

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

The CIBIT Centre Manager is responsible for leading and managing the operations of the ARC Training Centre for Innovation in Biomedical Imaging Technology (CIBIT), and will build and maintain effective and productive interaction with CIBIT's industry and other external partners.

Duties

Duties and responsibilities include, but are not limited to:

Strategic Planning

- Provide strategic advice and support to the CIBIT Director in the management of CIBIT's operations;
- Identify and develop appropriate management information and benchmarking metrics on all operational aspects of CIBIT;
- Conduct regular analyses and reviews of CIBIT's Key Performance Indicators (KPIs);
- Contribute to the operational planning and review of processes within CIBIT including the identification, development and implementation of new initiatives to promote the continuing development of CIBIT;
- Work with the CIBIT Director to maximize opportunities with industry partners, professional bodies, community and government agencies and other entities for new ventures and projects to be undertaken by CIBIT;
- Develop and maintain strong relationships with key internal and external clients of CIBIT.
- Represent the Centre in industry and research forums inside and outside the University

Operational Management

- Lead and manage all facets of the CIBIT's operations, including overseeing the day-to-day administration of CIBIT;
- Assist with the management of research contracts and agreements from initial negotiation to execution
- Develop and implement efficient administrative and operational processes and procedures;
- Manage all financial aspects including formulation and management of CIBIT's budget and associated internal and external reporting;
- Develop and implement marketing and communication strategies and public outreach initiatives to promote CIBIT's research activities;
- Manage CIBIT's human resource requirements including recruitment activities;
- Assist with grant management including internal and external reporting obligations;
- Advise the CIBIT Director and staff generally on the identification, management and mitigation of risk;

- Manage CIBIT's intellectual property by working with key staff in the university and at UniQuest;
- Keep a register of all Background IP and Background Material which is not listed in Schedule; Manage Student involvement in CIBIT;
- Coordinate events, conferences and other large scale meetings and activities;
- Act as secretary to CIBIT committees and represent CIBIT in external committees as required; and
- Such other duties as determined by the CIBIT Director

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 CIBIT Director.

SELECTION CRITERIA

Essential

- Postgraduate qualifications in a relevant area or progress towards postgraduate qualifications and extensive relevant experience, or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience developing and implementing strategic and operational plans;
- Experience in the management of several resources such as finance, human resources, facilities and administration;
- Demonstrated knowledge of financial administration and budget planning;
- Knowledge and experience in developing and implementing marketing and public outreach initiatives;
- Demonstrated high level interpersonal skills, including effective liaison and negotiation skills needed to develop and maintain strong working relationships with internal and external stakeholders;

- Strong attention to detail in all matters with demonstrated experience with granting and contractual matters;
- High level of computer proficiency and practical understanding of administrative computer applications, including PC based applications for document preparation, internet, student information systems, spreadsheets and presentations;
- Proven ability to work to deadlines and manage competing priorities;
- Adaptability and flexibility in approach to problem-solving to meet changing needs;
- Ability to analyse critically and initiate change;
- Willingness and ability to exercise judgement and accept responsibility, and to work with minimal direction.

Desirable

- Detailed knowledge of the University's policies and procedures related to academic/student administration or demonstrated capacity to rapidly acquire such knowledge.

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.**