POSITION DESCRIPTION

Position Title: Project Coordinator
Organisation Unit: Office of the Deputy Vice-Chancellor and Vice President (Research)
Position Number: 3039738
Type of Employment: Fixed Term Part-time
Classification: Hew Level 6

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.

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.

The Research Partnerships Office is placed in UQ Research and Innovation within the Deputy Vice-Chancellor (Research) portfolio.

Capturing Coral Reef and Related Ecosystem Services Project

The Capturing Coral Reef and Related Ecosystem Services (CCRES) Project is an interdisciplinary, international partnership project focusing on the East Asia-Pacific region. Project partners include the World Bank, Global Environment Facility, University of Queensland, and multiple other international research, government and NGO partners across the USA, Philippines and Indonesia. Further information on the CCRES Project can be found at http://www.ccres.net.

The CCRES Project's development objective is to design and support the uptake of innovative models for valuing mangrove, seagrass and coral reef ecosystem services with the potential to enhance the sustainability of marine-based enterprise and marine spatial planning in select coastal communities in Indonesia and the Philippines. The Project seeks to make explicit the value of "blue" natural capital and ecosystem services to coastal communities and other stakeholders in the management of a country's natural assets for sustainable development. Through ecosystem services valuation the Project will demonstrate the fundamental relationships between the ecological value of intact coral reef, seagrass and mangrove ecosystems and the economic value and market potential of their ecosystem services, how these are tied to healthy, resilient systems and the routine distribution of economic benefits that can bring transformational change in sustaining the welfare of coastal communities. By making the connections to values and benefits explicit, CCRES will demonstrate the fundamental links between - and the need to maintain and conserve - the elements of biological community structure and function with the economic benefits derived from the ecosystem service The Project will forge community-led innovations in capturing and sustaining these benefits by generating model frameworks for eco-business development (or by strengthening the value chains with existing eco-businesses) to better highlight and harvest the values accruing from the ecosystems on which their business success depends. CCRES will also promote the application and uptake of these model approaches in local planning frameworks.

CCRES will finance ecological and economic valuation studies; develop innovative tools and models to support decision-making and new opportunities for "eco-business" development:
and communicate results through to promote uptake. This will be achieved through CCRES's three integrated components (Figure 2):

(i) Quantifying the value and market potential of coral reef and mangrove ecosystem services;
(ii) Forging community-led innovation in capturing and sustaining benefits from marine ecosystem services and enhancing resilience in the face of climate change, and
(iii) Promoting behavioural change through outreach, decision support and regional learning from results in selected field sites.

CCRES focuses on ecosystem services surrounding coral reef, seagrass and mangrove habitats in Indonesia, the Philippines and in Small Island Developing States of the Pacific Islands, where coral reef and related ecosystem services are critical to livelihoods, food security and climate resilience.

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

To support research and other contracted activities carried out by Capturing Coral Reef and Related Ecosystem Services (CCRES) Project. This will include preparation of timely and professional briefings, support for outreach and stakeholder relationship building activities and assistance in meeting required goals of the project.

Duties

Duties and responsibilities include, but are not limited to:

- **Monitoring and Management of** CCRES budget, ordering of equipment and supplies, organising procurement for tool development services
- Assisting project staff and students to complete travel-related activities: arranging travel, completing Travel Forms, Fieldwork Safety Plans and Risk Assessments
- Organisation of training workshops in Indonesia and Philippines: coordinating logistics for CCRES team and participants; liaising with in-country partners and managing financial transactions such as participant per diems and reimbursements; development and production of workshop-related materials for the project.
- Assist the Project Manager in developing CCRES implementation strategy; developing progress, annual and final reports & provision of requisite reports to partners, researchers and stakeholders of the project.
- Assist with providing administrative and financial support in organising logistics for all project components’ tools, forums, stakeholder showcases and tools training workshops.
- Oversee production of technical drafts of tool documentation and training packages for the project.
• Develop and implement administrative systems to ensure the operational success of the CCRES project

• Support PhD students in development of thesis plans, reports and presentations as well as fieldwork logistics

• Work with the UQ Finance Specialist to ensure the administration of the financial accounts for the project satisfies all the University and grantor requirements; including the establishment and maintenance of budgets and ensuring financial obligations are met in a timely and accountable manner.

• Ensure that the project fulfils its accountability requirements including meeting the obligations under research and other agreements where appropriate.

• Creation, maintenance and archiving of research databases (MS Access)

• Assist in communication of research results by liaising with project communication team, assisting development of dissemination materials

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

Organisational Relationships

This position reports to CCRES Project Manager
SELECTION CRITERIA

**Essential**

- Qualifications equivalent to a degree in either business administration, project management or related field; with subsequent relevant experience.

- Demonstrated skills and experience in project management, administration and/or financial management at a high level preferably in multi-cultural settings including Indonesia and The Philippines.

- Ability to integrate information sourced from a wide range of units and complex systems, and to develop administrative reports in a variety of formats.

- Highly developed interpersonal skills, including the ability to communicate with diverse stakeholders within and external to the University

**Desirable**

- Experience in dealing with a range of clients from different cultural backgrounds and a good understanding of cross-cultural issues specifically from Indonesia and The Philippines

- Demonstrated diplomacy and sensitively in communicating with a wide range of client groups including influential people; maintaining awareness of cross cultural differences, and staying composed and personable when dealing with difficult people.

- An understanding of and commitment to the principles of equity and equal opportunity.

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.