POSITION DESCRIPTION

Position Title: Senior Research Coordinator - Hidden Vale Wildlife Centre
Organisation Unit: Office of the Deputy Vice Chancellor Research.
Position Number: NEW
Type of Employment: Fixed term 1y Part-time (0.6FTE)
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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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 will have further success in this area as an important strategic aim going forward.

Organisational Environment

UQBR
On behalf of the University of Queensland and other Research partners, The University of Queensland Biological Resources (UQBR) is a central UQ Research Infrastructure Centre has overall responsibility for all aspects of service provision and management of facilities in its purview.

The University of Queensland Biological Resources (UQBR) has two primary functions: The supply and care of animals employed in research; and Maintenance and development of the infrastructure that is necessary in the housing and care of animals in UQBR facilities.

The Hidden Vale Wildlife Centre (HVWC) was established as part of a collaboration between The Turner Family Trust /Gainsdale group (TFTG) and UQ. A key function of HVWC is to provide specialised facilities for research and teaching involving wildlife. This component of the HVWC falls under the management of UQBR.

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

To provide high level research advisory, administrative and project support to the strategic development and operational management of research, and related engagement within the Hidden Vale Wildlife Centre (HVWC). The Research Co-ordinator will provide high-level strategic advice and support in order to establish, sustain and continue to improve research performance, quality, engagement and impact and develop a strong research culture.

Duties

Duties and responsibilities include, but are not limited to:

- Foster collaboration with Faculty of Science Schools and Centres, government departments; research partners; the ecological restoration and captive wildlife industries; professional bodies and the wider community to ensure research activity is guided by, and contributes to, the HVWC agenda.
- In conjunction with the HVWC Research Committee, provide advice and support the strategic development of the HVWC research activities and the alignment of research resources with the strategic goals.
• Provide strategic and operational support to all members of the HVWC community on procedures and policies relating to research management and administration.

• Support researchers in attracting external and internal research funding through the provision of accurate, timely and high quality operational information and advice.

• Identify, develop and implement strategies and work practices to improve the workflow, efficiency and effectiveness of research application and administration processes. This includes drafting of policies and procedures where required, managing administration of animal ethics applications, scientific purposes permits, captive breeding or other scientific agreements and working with the chief investigator and other researchers and staff on HVWC projects to ensure continuity and compliance with project milestones.

• Compile and analyse research data and metrics relevant to HVWC research KPIs and strategic initiatives.

• Identify research opportunities that align with the overarching HVWC project objectives to maximise the success of all elements of captive wildlife breeding and conservation, including implementing strategies to attract high-calibre postgraduate students.

• Identify, develop and coordinate training and development programs and prepare resources to assist researchers in the study of native wildlife.

• Collaborate across faculties, schools and centres to align researchers and teaching academics to integrate HVWC research within teaching and vice versa to achieve high level outcomes for both.

• Profile and communicate the HVWC’s research results, strengths and achievements, liaise with the Faculty Marketing and Communications team and present at relevant industry conferences to build the Centre’s research profile and reputation.

• Dissemination of information to other relevant Faculty/UQ committees and senior management and liaise with university faculties, schools, centres and sections of central administration on matters of relevance to HVWC activities.

• Undertake research engagement activities for the HVWC as relevant (such as Research Week, 3MT, HVWC webpage) and foster relationships with the Faculty Engagement Team (including international and advancement) to ensure research activity is guided by, and contributes to, the University’s research and engagement agenda. In conjunction with the University Marketing and Communications team, profile and communicate the HVWC’s research results, strengths and achievements to build the Centre’s research profile and reputation.

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

- Any other duties as reasonably directed by your supervisor

Organisational Relationships

The position reports to the Director of Research Infrastructure and will work closely with the Director of UQ Biological Resources a UQ Research Infrastructure Centre.
SELECTION CRITERIA

**Essential**

- A postgraduate qualification in the area of Wildlife Science and substantial relevant experience in a university or similar environment.
- Research and project management skills including the ability to foster collaboration to develop a strong and supportive research culture.
- Broad knowledge of the University environment, including policies, procedures, research administration systems and practices.
- Demonstrated knowledge and experience in the area of captive wildlife management and wildlife ecology.
- Highly developed organisational and time management skills.
- Demonstrated well developed computer literacy and proficiency using software such as: Microsoft Office applications, Zoological Information Management System (ZIMS), and specified University website development software programs (Drupal), with the capability and willingness to learn new packages as appropriate.
- Experience in establishing effective relationships within the University and with relevant industry, government and professional bodies.
- Demonstrated ability to advise researchers with experience in supervision and support of research students and managing grant processes.
- Experience with developing and coordinating research engagement activities.
- Experience with relevant wildlife regulatory policies and Occupational Health and Safety requirements.
- Demonstrated ability to conceptualize, implement and review administration processes and policies with a commitment to continuous improvement.
- Highly developed interpersonal skills and written communication skills; including the ability to communicate with diverse groups.
- Ability to exercise judgment and initiative.
- High level of work ethic and integrity commensurate with the position.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.