POSITION DESCRIPTION

Position Title: Manager, Research Policy and Performance
Organisation Unit: Office of the Deputy Vice-Chancellor (Research)
Position Number: 3038282
Type of Employment: Continuing
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 (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. This includes the strategic management of research at an institutional level; development of research policy; management of research strategic initiatives, and development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University’s Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

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 higher degree management; and research ethics and integrity.

The Office of Research Data Analysis and Operations provides high-level policy and analysis support to the Deputy Vice-Chancellor (Research) and other members of the Executive. Key responsibilities include monitoring research performance, management University's response to Government research policy and assessment initiatives, high-level support to various committees, oversight of a variety of projects on behalf of the Deputy Vice-Chancellor (Research), and management responsibility for operations of the portfolio.

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-uq

DUTY STATEMENT

Primary Purpose of Position

The Manager, Research Policy and Performance leads a team dedicated to understanding and improving the university’s research performance, ensuring timely provision of research performance metrics for both internal and external audiences, as well as ensuring the university meets its external research performance reporting requirements to Government. It also works closely with key units and relevant policy owners to ensure internal policies adequately support the university’s research goals while ensuring compliance with the external regulatory environment and oversees a variety of projects on behalf of the Office of the Deputy Vice-Chancellor (Research).

Duties

Duties and responsibilities include, but are not limited to:
Research Performance Reporting

- Provide high-level research, analysis and information in support of the achievement of the University’s research goals. Present findings and recommendations from this research to senior management in the form of written reports and papers to support strategic decision making;
- Conduct applied research by undertaking data mining and other data analysis techniques, examine institutional practices and Government policy and recommend strategies for improving UQ’s research performance;
- Review and recommend options for expanding access to internal and external data sets necessary for institutional research, policy analysis, long range planning, internal reporting and academic review with research to the University’s research activities;
- Respond to high level analytical information requests from senior management and government agencies;
- Lead, manage and develop the team responsible for maintaining the University’s research management information systems, ensuring the delivery of timely and accurate research performance reports;
- Lead the development of strategies and plans for research information architecture and research management systems;
- Develop and implement sustainable approaches to research performance analysis and reporting to enable University research leaders to monitor performance and identify key factors affecting performance;
- Support the Senior Executive to develop strategies for enhancing the University’s reputation and ranking;
- Ensure the production of research performance reports, including comparative analysis and benchmarking, for use by the University’s senior executive and research leaders in decision making;
- Support the planning, analysis and systems development associated with the University’s participation in the Australian Research Council’s Excellence in Research for Australia (ERA) and Engagement and Impact Assessment (EI);
- Lead the ongoing development of systems to highlight the university’s research performance, including of individual academic staff;
- Provide specialist information and advice on recording and analysing research profile, performance and reporting data;
- Work in partnership with other teams and areas of the University to develop strategies and processes to improve information captured in the University’s research information systems and databases.

Research Policy

- Assist in identifying and analysing state, national and international research policy issues;
- Support the development of UQ policy positions and submissions related to research policy issues;
- Develop reports on key development and trends in the higher education research sector;
- Working with the policy owners, ensure university policy aligns with external obligations for research.

Other

- Lead and support various projects as required;
- Provide oversight of the university’s research web presence;
- Deputise for the Director, Research Analysis and Operations when required.
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 Director, Research Analysis and Operations. It leads a team that support various committees, research policy analysis and performance activities.
SELECTION CRITERIA

Essential

- Postgraduate qualifications, with extensive relevant experience in a university or similar environment, or an equivalent combination of relevant experience and/or education/training;
- The ability to conceptualise problems and implement solutions by analysing, synthesizing and drawing valid inferences from statistical data in a manner that initiates discussion on effective management decisions and organisational change through the university;
- Ability to lead and manage staff and operate as an effective team member in a diverse environment;
- Understanding of the higher education sector and in particular university based research drivers;
- Well-developed skills in the interpretation of a broad range of policies and procedures and the ability to analyse and interpret detailed information to synthesise information into well-structured papers;
- Demonstrated communication skills including the ability to consult stakeholders; to establish a rapport and communicate effectively; including to communicate technical information to laypersons, as well as analyse and present data, patterns and trends to management;
- High level computer literacy including knowledge of quantitative and qualitative data analysis techniques, research design and a high level proficiency with SAP BusinessObjects (or similar) and Excel.
- Ability to thrive in a changing environment while taking the lead in the development of new initiatives to advance the functions of the research information systems and reporting;
- Commitment to delivering accurate and timely responses under pressure, whilst maintaining a quality client service focus.

Desirable

- Experience with university enterprise research management systems, research data and records management;
- Experience with research reporting requirements including those of the Commonwealth Department of Education and the Australian Research Council;
- Understanding of international university ranking systems;
- Knowledge and experience in database management, data warehousing and information system concepts, data quality and knowledge management issues;
- Expertise in areas such as multivariate analysis, survey research, correlation and regression analysis, categorical data analysis and the management and analysis of very large data sets.

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.