POSITION DESCRIPTION

Position Title: Project Manager – Research Management System

Organisation Unit: Office of the Deputy Vice-Chancellor (Research)

Position Number: 3039694

Type of Employment: Fixed term 1 year, full-time

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 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 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.

The Office of the Deputy Vice-Chancellor (Research)

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.

For further information visit our website https://research.uq.edu.au.

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 University is acquiring a new UQ Research Management System (RMS) that will function as the enterprise system for research funding, research ethics and compliance. As the flagship project among other initiatives in the Research Management Business Transformation Program, the UQRMS will function as the operational system for research administration and management, and as the authoritative source of information for these areas. Leading a small UQ project team, the UQRMS Project Manager will be responsible for working with the selected vendor’s implementation team to ensure the effective and timely delivery of the UQRMS. The project is overseen by the UQRMS Steering Committee, which is chaired by the Deputy Vice-Chancellor (Research).
Duties

Duties and responsibilities include, but are not limited to:

**Project Management**

- Develop and lead the UQ Research Management System project. Steering the scope and shape of work, ensuring cross University links are made, and that resources are prioritised in line with Steering Committee expectations. Oversee the management of all aspects of the project lifecycle including planning, benefits realisation and closure
  - Develop the detailed project plan
  - Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Implement the project plan across the University, designing pilot methodology, recruiting researchers from a representative range of disciplines, overseeing the organisation of procedures and policies
  - Create and maintain comprehensive project documentation
  - Manage the staff within the project team to ensure day-to-day operational efficiency and the goals of the project. This includes working with stakeholders both within UQ and externally
  - Ensure project milestones and other deadlines are met
  - Coordinate project activities, including: data cleansing and migration; documentation of system and user requirements; process mapping and improvement; configuration and validation; building of data integrations; acceptance testing; go live; stabilisation and support
- Engage with strategic partners externally on behalf of the University. Working with the projects Change Management Specialist develop, plan and deliver effective communication strategies, harnessing opportunities available across the University
  - Liaison between the stakeholders
  - Maintain a productive working relationship with internal and external stakeholders including regular meetings/forums/updates to communicate progress
  - Oversee the development of communication strategies for stakeholders, and ensure the communication is timely and well managed
- Provide quality management throughout the entire project, ensuring that relative to the triple constraints of time, cost and quality, quality is not forfeited in relation to meeting the needs of end users
  - Ensure that service definitions, levels and targets are appropriate, agreed with stakeholders and that they are delivered
  - Develop and maintain frameworks and metrics to measure the success of the project and ensure collection of data for compliance monitoring
  - Manage project risks, including updating of the project risk management plan and ensuring that mitigation measures are actioned / escalated as required;
- Act as the primary contact with the selected UQRMS vendor, effectively manage the UQ-vendor relationship from planning through to post-implementation support
- Working closely with IT and change management staff, contribute to the effective
management of technical and functional change, including development of change management plans, and communication with stakeholders ranging from user groups to the wider UQ community.

- Manage the project budget as required

**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 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.

**Reporting Relationships**

The position reports to Director, Research Analysis and Operations.
SELECTION CRITERIA

Essential

Knowledge and Experience

- Qualifications and training equivalent to postgraduate qualifications and extensive relevant experience; or extensive management experience and proven management experience; or an equivalent combination of experience and/or education/training.

- Excellent organisational skills with demonstrated ability to manage large projects and people effectively against differing timelines/changing priorities and an ability to implement programs, procedures and policies that will contribute to increased operational efficiency.

- Subject matter expert in project management, demonstrated by relevant project management experience and with a strong track record in delivering IT system implementation / business improvement projects;

- The ability to analyse and interpret detailed and complex information including both qualitative documents (such as policy documents) and quantitative information including indicators of research performance at the level of the individual researcher, the research group, institution and whole of sector.

- Excellent interpersonal skills and problem solving ability, with the ability to negotiate, demonstrate diplomacy and tact, and effectively build relationships with a diverse group of senior stakeholders, colleagues, and staff.

- Excellent people management skills, with a demonstrated ability to manage, motivate, mentor and lead a team of staff in a changing environment with external deadlines and tight timelines.

- Demonstrated high level of accuracy and attention to detail and quality and timeliness of completed work, including written reports and presentations. Effective oral and written communication skills for a diverse audience.

- Ability to work autonomously and be self-motivated, combined with a high level of initiative, drive and enthusiasm. Strong work ethics and willingness to go the extra mile to accomplish tasks in a fast-paced environment.

- Extensive experience in implementing change in a large and devolved organisation and leading projects that require significant change management practices embedded into project delivery.

Desirable

- Experience in the Higher Education sector.

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au