POSITION DESCRIPTION

Position Title: Chief Operations Officer
Organisation Unit: School of Biological Sciences/ARC Centre of Excellence for Environmental Decisions (CEED)
Position Number: 3023446
Type of Employment: Full time, fixed term appointment until 31 December 2018
Classification: HEW 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 School of Biological Sciences is part of the Faculty of Science and is one of the largest and most successful of its type in Australia, with 49 full-time academic staff, and over 250 enrolled PhD students. The School has broad expertise across ecology and evolution, molecular and quantitative genetics, paleobiology, developmental biology, behaviour, plant and animal physiology, and conservation biology. Our research programs involve a diverse array of taxa, ranging across microbes, animals and plants, including a particular focus in the areas of marine biology and entomology. Unique opportunities for biological research are provided by our proximity to a stunning array of marine and terrestrial subtropical habitats and their endemic biodiversity.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.science.uq.edu.au/.

The ARC Centre of Excellence for Environmental Decisions (CEED) commenced in 2011 with $11.9 million funding from the Australian Research Council (ARC). ARC Centres of Excellence are world class, internationally competitive research teams investigating, and finding solutions to, challenging and important Australian and international problems. Since 2011, CEED has been pushing the frontiers of environmental decision science. Our aim is to benefit environmental science, policy and management across Australia and around the world by solving complex problems of environmental management and monitoring in a rapidly changing and uncertain world.

CEED is a partnership of five collaborating organisations (University of Queensland, University of Melbourne, Australian National University, RMIT University and University of Western Australia) and five partner organisations, (CSIRO, Trinity College Dublin, Imperial College London, Hebrew University of Jerusalem Israel and the US Geological Survey).

Our researchers are recognised as global leaders in fundamental environmental science and we put a high priority on the career development of the next generation of conservation researchers. Our complement of over 100 researchers - chief investigators, partner investigators, Post-Doctoral Fellows and senior researchers, and PhD students - collaborate extensively across node and disciplines. We see this collaborative culture as the key to our success.

The Centre is led by a Director based at The University of Queensland and a Deputy Director based at the University of Melbourne. The Centre’s operations are managed from the School of Biological Sciences, University of Queensland in Brisbane.

Further information on the Centre and activities can be found at the CEED website www.ceed.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-ug
DUTY STATEMENT

Primary Purpose of Position

The position of Chief Operations Officer is an integral part of the Centre of Excellence Management Executive. The incumbent works with the Director and Management Executive to coordinate core CEED activities, including strategic planning and the management of financial, human and physical resources supported by UQ’s School of Biological Sciences and the Faculty of Science.

Duties

Duties and responsibilities include, but are not limited to:

Strategic
Support the Director and Management Executive in:

- the preparation and implementation of Activity Plans for CEED development & initiatives;
- the timely preparation and compilation of all CEED reporting for the Australian Research Council, as specified in the ARC Centres of Excellence Funding Agreement;
- reporting to CEED Advisory Board and International Scientific Advisory Panel with support from the Executive Assistant
- identifying strategic funding, promotion and partnership leveraging opportunities for the Centre in the legacy phase of its operations.

Financial

- With the Director, develop and monitor budgets, manage budget reports and formulate budget projections for CEED operational funds, along with other leveraged funding.
- Advise and report to the Management Executive on budgetary forward projects and planning issues.
- Working with the School of Biological Sciences finance team as needed, manage CEED financial policies and procedures, ensuring compliance with statutory and University requirements.

Administrative

- Provide specialist research management, administration and leadership support to CEED (e.g. research operations, personnel management, technical operations and financial management).
- Working with the Faculty of Science as appropriate, manage CEED statutory and legal requirements such as with respect to contracts, IP, OH&S, equity, etc.
- Advise the Director on the development and management of CEED’s physical resources including: space usage; planning and coordination of major and minor capital works; maintenance programs and contracts; major equipment purchases; management of the asset registry.
- Identify strategies and practices to ensure that information technology is used effectively in CEED and that staff are adequately trained in the use of such technology.
- Support the Director and Management Executive in engaging in co-funding projects with key stakeholders. This will include, where necessary, overseeing contract negotiations with Science Contracts, and enabling the project management of those contracts to a successful conclusion.
Develop and maintain positive relations between all CEED Nodes, Partner Organisations, other institutions, the UQ Research Office and other relevant sections of UQ.

Assist the Director to ensure that workplace health and safety obligations are implemented within CEED.

**Human Resource Management:**

- With the Director and Faculty, implement performance planning and review policies, promoting professional and general development of all CEED staff in line with broader UQ policy.
- Monitor and advise the Director on workloads of UQ Professional staff.
- Supervise and conduct annual performance review and planning for CEED UQ Professional staff.
- Assist the Director with preparation of appointments, possible funding agreements with outside agencies, and preparation of position descriptions and advertisements for the recruitment of academic research and general staff.
- Monitor provision of induction training program for all new staff, visitors, undergraduate and postgraduate students by the School of Biological Sciences and Office Manager.

**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 Centre Director. The position works closely with professional staff in the School of Biological Sciences, Faculty of Science and Central UQ Research Office.
SELECTION CRITERIA

**Essential**

- Postgraduate qualifications in management and/or science and extensive relevant experience, **OR** an equivalent combination of relevant experience and training/education.
- Experience in the management of several resources, including financial and human resources and facilities.
- Demonstrated knowledge of and application of effective human resource management principles.
- Demonstrated knowledge of financial administration and budget planning.
- A broad understanding or the capacity to gain a broad understanding of the Commonwealth and University funding system.
- A broad understanding or the capacity to gain a broad understanding of the operation and rules associated with research grants, grant application processes and reporting.
- A working knowledge of information systems.
- Applied human resource management skills including planning, organising, performance management and recognition and development of staff.
- Excellent computer skills, particularly in the use and application of word processing, spreadsheets, presentation, database, and communications software.
- Proven skills in strategic and operational planning.
- High level interpersonal and communication skills including the ability to negotiate, provide advice, and liaise with a wide range of individuals and agencies.
- Must be self-motivated and have the ability to act independently and take initiative.
- Must be highly flexible with the ability to direct staff, but also be able to work “hands-on” as part of the team when required.

**Desirable**

- Specialist experience in management of a research centre.
- Experience in an academic unit conducting research in a relevant discipline.
- Demonstrated understanding of the working of multi-disciplinary, multi-organisation science collaborations.

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.