POSITION DESCRIPTION

Position Title: Facilities Officer
Organisation Unit: School of Mathematics and Physics
Position Number: New
Type of Employment: Full time, Continuing
Classification: Hew Level 5

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.

V5. October 2016
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

UQ’s Faculty of Science is recognised as a powerhouse for some of the world’s leading scientists, teachers, science programs and commercial outcomes. The Faculty is one of the largest Science groupings in Australia, with approximately 1100 (equivalent full-time) staff, and about 7500 (equivalent full-time) students.

The Faculty unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, planning, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ researchers and graduates are working on a wide range of ground breaking projects from the molecular characterisation of drug resistant bacteria that affect piglets through to finding better treatments for illness and rehabilitation of the environment.

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

The School of Mathematics and Physics is one of the largest and most successful Schools at UQ. With approximately 100 academic staff (FTE), over 1400 undergraduate students and approximately 100 research higher degree students (equivalent full time load), it delivers high quality teaching into Science, Engineering and Health-related programs, and conducts world leading research in areas of physics, mathematics and statistics. The School is one of the most research active at UQ, and has achieved exceptional results in attracting external funding. The School hosts the headquarters of an ARC Centre of Excellence and has nodes in 4 other Centres of Excellence as well as a large number of externally funded Fellows. The School conducts theoretical and applied research and has established leading edge lab based research facilities. The School fully occupies three buildings on St Lucia campus as well as sharing space in other buildings.

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 ensure the teaching and research physical infrastructure and equipment needs of the School of Mathematics and Physics are provided to the highest appropriate standard, and to support the planning and delivery of the School’s future research and teaching space needs. In the next two to three years, the position will assist the School Manager on a major refurbishment of three of the School’s buildings (Physics Annexe, Priestley Building, Building 69).
Location

This position is located at St Lucia campus. Attendance at other locations may be required from time to time.

Duties

Duties and responsibilities include, but are not limited to:

**Infrastructure planning and management**

- Work with research group leaders to document the School's current and future scientific equipment needs, to inform the School's planning and budgeting.
- Work with the relevant faculty and central facilities staff to develop a shared understanding of the School's infrastructure needs.
- Establish and maintain an equipment and infrastructure maintenance schedule for equipment, in order to minimise disruption to research labs.
- Undertake routine monitoring and reporting of work requests in Archibus to reveal recurring and unresolved works.
- Gather, analyse, interpret and present data to reveal patterns and issues relating to Archibus work requests.
- Assist the Head of School and School Manager with forward planning for the School's overall infrastructure needs.

**Buildings and Facilities**

- Monitor all building and facilities related matters in space allocated to the School, including reporting maintenance issues to Property and Facilities, and liaise with maintenance staff / contractors as appropriate to ensure problems are resolved.
- Liaise with Property and Facilities or relevant contractors regarding regular equipment maintenance, RCD testing in buildings and other scheduled work.
- Manage small building and facilities projects, liaising with Science Infrastructure Planning Services as appropriate, on behalf of the School.
- Assist the School Manager in managing large building and facilities projects as required.
- Assist the Head of School and School Manager with forward planning for the School's overall space needs.

**Administration**

- Provide support for the dispatch and delivery of goods to and from the School.
- Maintain School space records in the UQ enterprise facilities management system (Archibus) and complete the annual space validation survey.
- Conduct annual stocktake of equipment.
• Serve as a member of the School OH&S Committee.

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 School Manager.
SELECTION CRITERIA

**Essential**

- Completion of a degree in a relevant field; or an equivalent combination of relevant skills, knowledge, experience and education/training.
- Demonstrated experience and skills in managing small projects in the area of facilities and/or infrastructure in a scientific environment.
- Demonstrated commitment to a high standard of customer service, and a willingness and ability to perform a wide range of operational tasks.
- Strong interpersonal skills and an ability to engage effectively, in writing and in person, with internal and external stakeholders.
- Strong organizational and time management skills with attention to detail.
- Demonstrated computer literacy and skills in Microsoft Office suite and other business software.

**Desirable**

- Experience working in a scientific environment, especially within the higher education system.
- A working knowledge of the University’s building management operations and systems

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.