POSITION DESCRIPTION

Position Title: Senior Administration Officer (Research)
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3041800
Type of Employment: Multiple Positions at Full Time or Part Time, Fixed Term until 31 January 2019
Classification: HEW Level 6

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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 this will be a strategic focus going forward.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes six schools and five research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health

Information about the Faculty may be accessed on the Faculty’s web site at http://www.habs.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**

To provide high-level research administrative support and information to Heads of Schools, School Managers, other members of school leadership teams relevant to the research function and academic staff in the schools in order to enhance the schools’ research activity and performance.

**Duties**

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

- Be familiar with the research performance and grants profile of one or more schools within the Faculty of Health and Behavioural Sciences, and be the primary point of contact for all research administration matters in those schools.

- Liaise with UQ Research and Innovation (UQR&I), the Faculty Research Office, Human Resources and Finance concerning research grant management; and provide advice as required to school professional and academic staff.

- Coordinate the Schools' internal and external research funding application processes, including, interpreting research grant guidelines, checking applications for granting body eligibility, ensuring appropriateness within the relevant school, compliance with school requirements prior to arranging Head of School certification and submission support.

- In conjunction with UQR&I, provide technical support to academic staff requiring assistance and guidance on funding body online application systems such as the ARC RMS or NHMRC RGMS.

- Provide guidance to academic staff and research students on ethics clearance applications and support the Faculty Low and Negligible Risk (LNR) ethics review process.

- In conjunction with the Faculty finance team, assist academic staff with research grants/contract budget preparation and provide support to ensure appropriate research income credit splits and recovery of indirect costs are considered and applied.

- Assist the Faculty finance team and Research Partnership Managers (RPMs), with research grant contract management and the setting up of research projects.

- Provide advice on and assist academic staff with post-award administration of successful grants.

- Provide secretarial and administrative support to the school’s Research Committee, including preparation of agenda and minutes and support to facilitate implementation of the committee’s strategies and action plans.

- Maintain a School research grants/contracts database and ensure completeness and accuracy of research data on central UQ databases.

- Produce regular school research performance reports for the Head of School and relevant School Committees, and provide research data information for annual school and school research centre reports, as required.

- Organise and coordinate school research seminars, workshops and research days.

- Be the Library’s research publication point of contact in ensuring that the schools’ academic staff publications are accurately recorded in eSpace.
• Undertake independent projects as required by the Head of School/Director and/or Research Committee and other administrative duties as reasonably directed by the relevant School Manager or direct supervisor.

Communication

• Source and disseminate information on relevant internal and external research funding opportunities to school academic staff. Ensure professional and academic staff are aware of UQ research-related policies and procedures and inform and update them as required.

• Assist with the maintenance of the Schools research web pages and ensure that academic staff research profiles on the website and UQ Researchers are visible and current. Assist in the promotion of school research activity on websites and events.

• Establish strong and effective networks across UQ to develop consistent approaches to research administration.

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

This role will report to the Faculty Research Manager, Faculty of Health and Behavioural Sciences.
SELECTION CRITERIA

**Essential**

- A degree with subsequent relevant experience; or
- Equivalent combination of relevant experience and/or education/training.
- Experience in research administration with a sound knowledge of research policies and procedures or the demonstrated capacity to rapidly gain that knowledge.
- Advanced skills in the use of computer applications for word-processing, data storage and retrieval, and spreadsheets.
- Experience with using University reporting systems such as Business Objects and granting body systems such as RMS and RGMS.
- Experience in the maintenance of web pages.
- Excellent communication and interpersonal skills with the ability to maintain confidentiality.
- Demonstrated ability to produce research reports and minutes with excellent attention to detail and a high degree of accuracy.
- Demonstrated ability to develop strong relationships with colleagues internal and external to the University including professional, academic staff and health professionals engaged in research.
- Ability to work collaboratively within a team or independently as necessary and exercise judgement and initiative.
- Excellent organisational skills with demonstrated ability to manage and prioritise competing tasks and meet deadlines.

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.

There are multiple roles at full-time or part-time and flexible working arrangements may be negotiated.

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