POSITION DESCRIPTION

Position Title: Centre Manager
Organisation Unit: Centre for Microscopy and Microanalysis
Position Number:
Type of Employment: Full Time, Continuing
Classification: HEW Level 8

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://uniqest.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.

Organisational Environment

The Centre for Microscopy and Microanalysis (CMM) is The University of Queensland’s electron and X-ray microscopy and microanalysis, core facility and the Queensland node of the national microscopy and microanalysis network (AMMRF). The Centre’s goals are to facilitate and provide research excellence through a focus on providing world-class characterisation facilities matched with an equally high level of expertise thus meeting the research requirements of local and national scientist plus industry R&D activities. It does this via a concept of supporting discovery from user inception of experiments to publication/outcomes through excellence in consultation, training, measurement and data analysis.

The CMM comprises 26 academic, research, technical and administrative staff supporting a diverse range of instrument platforms including electron microscopy and microanalysis, X-ray diffraction and spectroscopy, e-beam lithography and novel imaging modalities. The CMM operates on four main sites on the St Lucia campus of The University of Queensland.

Information about the CMM may be accessed on the Centre’s web site at http://www.uq.edu.au/cmm.

The AMMRF is a national grid of advanced microscopy and microanalysis instruments and expertise that provides nanostructural characterisation capability and services. The AMMRF was established in 2007 under the Commonwealth of Australia’s National Collaborative Research Infrastructure Strategy. There are nodes in major capital cities and formal links to specialist facilities through Linked Laboratory relationships. Widely used optical, electron, X-ray and ion beam techniques are complimented by world-leading flagship platforms. These include atom probes, high-throughput cryo-TEM, focussed ion beam instruments and high-precision ion microprobes. This world-class research infrastructure is accessible to all Australian researchers. This collaborative facility enables discovery and innovation in fields from healthcare and agriculture to engineering and archaeology.

Information about the AMMRF may be accessed on the web site at www.ammrf.org.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 Centre Manager will play a lead role in furthering the success of the Centre for Microscopy and Microanalysis and also acts as the University of Queensland Node Manager for the Australian Microscopy and Microanalysis Research Facility (AMMRF).
Collaborating with internal and external stakeholders, the position will develop informed and innovative strategies and programmes to ensure a high level of return on investment.

**Duties**

Duties and responsibilities include, but are not limited to:

**Member of the executive team**
- Provide advice to the Director and facilitate the implementation of strategic planning initiatives.
- Manage the administrative function for the Centre, including the coordination of the professional team and act as a liaison with UQ professional service functions.
- Work closely with the Director to identify and develop opportunities within the Centre and the broader research communities that align with Australia’s national research priorities.
- Identify and map opportunities for sources of collaboration or funding with involvement from colleagues and partners.
- Assist with the design, management and delivery of the broader operational goals, including development and implementation of a marketing plan to promote CMM.

**Program and Client Management**
- Identify, map and evaluate key internal and external stakeholders and conduct stakeholder analysis to determine current and future needs and assess these against strategic objectives and available resources, ensuring fit-for-purpose services to expand partnerships.
- Manage a range of internal and external relations to develop trust and credibility, enhance the facility’s reputation for high quality services.
- Work with multiple stakeholders in diverse disciplines to develop highly effective collaborative relationships.
- Develop and implement a suite of highly effective systems and tools including templates, procedures, and reporting mechanisms to guide, optimise and evaluate usage of research infrastructure and achievements and to provide consistent, comprehensive and accurate internal and external information.
- Develop and take responsibility for the end-to-end activation and engagement of key local partners to deliver against strategic objectives and ensure high level returns on investment.
- Coordinate and/or develop papers/external reports/flyers in consultation with the Director.
- Oversee daily management of the office and its support staff, scheduling and coordination of appointments, travel arrangements, meetings, and venues.

**Administration and Governance**
- Develop detailed budgets for all activities within the Centre and provide performance reporting and advice on appropriate action required to ensure optimal outcomes.
- Provide direction on the development and management of the Centre physical resources, including space usage, planning and coordination of capital works, major equipment purchases and maintenance contracts.
- Liaise with the Faculty of Science Professional Service teams to ensure compliance with UQ policies and procedures.
- Ensure all progress, annual business plans, milestone and final reports for AMRFF are prepared on time for approval by the Director.
- Coordinate data sharing and management across facility partners.
- Provide information to relevant University authorities and external agencies, including granting bodies.
Undertake a secretariat role for meetings as required including organising meetings, developing minutes/notes and preparing meeting papers.

Perform other administrative functions as delegated by the Director.

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

Organisational Relationships
The position reports to the CMM Director.

SELECTION CRITERIA

Essential

- Qualifications and training equivalent to tertiary qualifications with six years’ experience or equivalent experience in business or science with demonstrated administrative or organisational experience in multi-disciplinary or multi-facility groups.
- Ability to participate in the planning, organising and delivery of multi-faceted facility programs involving partnerships with a variety of internal and external organisations, both domestic and international.
- Experience in business administration and management, including interpretation and implementation of policy and procedures, use of database and other computer applications and direct supervision of a professional service team.
- Project planning, budgeting, procurement and management experience, with the ability to work to deadlines, to work under pressure and to establish priorities, and remain composed.
- Ability to coordinate groups of researchers from diverse scientific backgrounds.
- Highly developed written and oral communication skills with the ability to negotiate and professionally communicate effectively with all laboratory facilities, internal clients and external organisations, across all activities of the CMM Facility.
- An ability to diagnose and problem solve in a research and university environment.

Desirable

- Experience in a university or other large, complex organization at a senior level.
- Extensive relevant experience in efficiently managing and coordinating research or laboratory facilities and an understanding of research infrastructure and higher education.
- Understanding of microscopy and microanalysis science and/or research management, especially in the Australian context.
• Adaptability and flexibility in the approach to problem solving to meet changing needs.

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.

This role is a full-time position; however flexible working arrangements may be negotiated.

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