Position Description

Position Title: Infrastructure Planning Business Partner
Organisation Unit: Faculty of Science
Position Number: 3041027
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 Faculty of Science is one of the largest and most diverse faculties within the University of Queensland and within Science Faculties across Australia. It unites the disciplines of agriculture, 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 in the Faculty of Science are working on a diversity of ground breaking projects ranging across topics such as the molecular characterisation of drug resistant bacteria, through to environmental rehabilitation and sustainable urban development.

The units within the Faculty of Science are internationally recognised and their teaching and research successes create a stimulating environment within which the Faculty staff work.

The Faculty is managed by the Executive Dean, who has direct responsibility for the physical, financial and human resources, academic matters relating to programs and students, and a range of other areas such as the development of research, national and international marketing, and enhanced government, business and community links.

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

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 primary purpose of this position is to provide a high level of analysis, development, administration and support to Science Faculty Management to successfully develop and implement a wide variety of projects across the Faculty. This role will focus on the infrastructure service provision to the Faculty’s Schools and Centres and act as the Science liaison for the Property and Facilities Division. This role will also include management of local Facilities Services within the School and leadership to a small team of professional staff.

Duties

Duties and responsibilities include, but are not limited to:

- Provide leadership and management to School Facilities Officers;
- Lead, contribute to and promote a high standard of staff performance, skills development and productivity across staff members including supervision and
performance management of direct reports, and the implementation of training and
development schedules, to ensure staff have access to and undertake the training
required to perform in their roles;

- Assist in leading operational change to create improved service standards and
efficiencies;
- Undertake analysis, design, development, project management and post
implementation review and quality control reporting of Faculty infrastructure projects;
- Undertake background investigation, evaluation and reporting in order to provide
operational and strategic advice;
- Consult with stakeholders internal and external to the Faculty of Science and act as a
central contact point on assigned projects;
- Coordinate internal and external resources associated with the delivery of assigned
projects and ensure optimal management and utilisation of these resources;
- Coordinate all procurement activity associated with the delivery of assigned projects
to maintain a central point of contact, registration of procurement activity and to
ensure all relevant policies and procedures are adhered to;
- Actively consult with engineers, architects and other technical team members to
ensure that design intentions are achieved.
- Actively consult with Schools and Centres to ensure that functional requirements of
infrastructure are met to achieve the greatest positive impact to the academic
endeavour.
- Actively consult with Schools and Centres to provide future proofing and maximise
unique selling points in infrastructure design.
- Manage or participate in multiple concurrent projects or ongoing operational
activities; Project teams may vary in size and team members may work concurrently
on more than one project;
- Undertake such other work as directed by the Senior Manager; Research Facilities
and Infrastructure Planning, which is consistent with the skills and knowledge of the
position.

Other

- Comply with the University's Code of Conduct (http://www.uq.edu.au/staff/employment/);
- Comply with requirements of Queensland Occupational Health and Safety (OH&S)
legislation and related OH&S responsibilities and procedures developed by the
University;
- Manage all aspects of Occupational Health and Safety requirements as they apply to
this position;
- Represent the Faculty on relevant Faculty or University committees;
- Develop, liaise and maintain professional links within and outside the University
where appropriate;
- Assist in other activities of the Faculty as required.

Organisational Relationships

The position reports to the Senior Manager; Research Facilities and Infrastructure Planning.
SELECTION CRITERIA

Essential

- Completion of a Bachelor Degree and Postgraduate qualifications or significant progress towards postgraduate qualifications, with significant experience in project management; OR
- An equivalent combination of experience, education and training.
- Excellent interpersonal skills (including written and verbal communication) and the ability to liaise with internal and external stakeholders at all levels;
- Demonstrated ability in the client-side management of large scale infrastructure projects preferably within a higher education environment.
- Experience and demonstrated ability to manage people, projects, and budgets;
- Demonstrable experience in dealing effectively with clients.
- Organised and methodical approach to tasks;
- Analytical skills sufficient to assess problems and propose appropriate solutions;
- Must be self-motivated and able to work constructively to objectives with limited guidance.

Desirable

- Knowledge of the University structure as well as an understanding of the University's policies and procedures;
- Completion of a project management qualification or significant progress towards such training; OR
- An equivalent combination of project management experience, education and training.
- Knowledge of the University's strategic plans;
- Knowledge of the Higher Education standards with respect to space allocation.
- Experience in working within a higher education environment.

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.