POSITION DESCRIPTION

Position Title: Research Manager
Organisation Unit: Office of the Executive Dean, Faculty of Science
Position Number: 3025814
Type of Employment: Fixed Term, Full Time
Classification: HEW 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 $11 billion+ (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.

Organisational Environment

The 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.

Throughout its Schools and Centres, the Faculty unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, 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 groundbreaking 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 may be accessed on the Faculty's web site: http://www.science.uq.edu.au/

Diversity and Inclusion

The Faculty recognizes and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

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 advisory, administrative and project support to the strategic development and operational management of research, RHD and related engagement within the Faculty of Science. The Research Manager provides high-level strategic advice and support to the Deputy Executive Dean in order to sustain and continue to improve research performance, quality, engagement and impact and continue the development of a strong research culture.
Duties

Duties and responsibilities include, but are not limited to:

- Foster collaboration among the DED, relevant Central divisions (UQR&I, UQ Graduate School) and Faculty of Science Schools and Centres to ensure research activity is guided by, and contributes to, the University’s Discovery and Engagement agenda and KPIs.

- In conjunction with DED, provide advice and support the strategic development of the Faculty of Science’s research activities and the alignment of research resources with the strategic goals.

- Provide strategic and operational support to the Deputy Executive Dean to all members of the Faculty community on Faculty procedures and policies relating to research management and RHD administration.

- Support researchers in attracting external and internal research funding through the provision of accurate, timely and high quality operational information and strategic advice (on areas such as eligibility guidelines, technical (including research budget) support, funding compliance and research management process advice).

- Develop and manage internal and external grants administration and assessment processes as relevant to the Faculty.

- Identify, develop and implement strategies and work practices to improve the workflow, efficiency and effectiveness of research administration processes. This includes drafting of policies and procedures where required.

- Compile and analyse research data and metrics relevant to Faculty research KPIs and strategic initiatives.

- Assist and support the DED in preparing relevant operational plans, policy papers and strategy documents and in providing input to UQ research policy and strategic UQ research projects and initiatives.

- Coordinating training and development programs and preparing resources to assist researchers with Faculty and University processes.

- Profile and communicate the Faculty’s research results, strengths and achievements and liaise with the Faculty Marketing and Communications team to build the Faculty research profile and reputation.

- Dissemination of information to other relevant Faculty/UQ committees and senior management and liaise with university faculties, schools, centres and sections of central administration on matters of relevance to DED activities.

- Undertake research engagement activities for the DED as relevant (such as Research Week, 3MT, Faculty research webpages) and foster relationships with the Faculty Engagement Team (including international and advancement) ensure research activity is guided by, and contributes to, the University's research and engagement agenda. In conjunction with the Faculty Marketing and Communications team, profile and communicate the Faculty’s research results, strengths and achievements to build the Faculty research profile and reputation.

- Provide secretarial and project support to the Faculty Research and RHD committees

- Undertake the implementation and co-ordination of other specific projects under the general direction of the DED.
• Represent the Faculty at the UQ Faculty and Institute Research Management (FIRM) meetings and actively engage in the activities of the UQ Research Administrators Network (UQ RAN).

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 Associate Dean (Research).

SELECTION CRITERIA

Essential
• A university degree with substantial relevant experience in a university or similar environment
• A postgraduate qualification in a scientific discipline would be highly regarded.
• Broad knowledge of the University environment, including policies, procedures, research administration systems and practices
• Demonstrated high level of customer service skills
• Research and project management skills including the ability to analyze and interpret detailed and complex information
• Highly developed organisational and time management skills
• High level of attention to detail and accuracy in all tasks
• High level computer skills
• Committee servicing skills, including the expertise to prepare agendas and record accurate minutes of meetings.
• Executive level administrative experience in a large, complex and changing organisation
• Ability to work collaboratively with staff at all levels including demonstrated ability to draft reports in conjunction with other staff members
• Demonstrated ability to conceptualize, implement and review administration processes and policies with a commitment to continuous improvement process planning.
• Highly developed interpersonal skills and written communication skills; including the ability to communicate with diverse groups
• Sensitivity to confidentiality and privacy issues
• Ability to exercise judgment and initiative
• High level of work ethic and integrity commensurate with the position.
Desirable

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.