POSITION DESCRIPTION

Position Title: Project Coordinator – NESP Threatened Species Recovery Hub

Organisation Unit: School of Earth and Environmental Sciences/NESP Threatened Species Recovery Hub

Position Number: 3035630

Type of Employment: Full time, Fixed Term

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 (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.
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 will have further success in this area as an important strategic aim going forward.

Organisational Environment

**National Science Environmental Programme**

The scope of the National Environmental Science Programme (NESP) is to deliver applied environmental science, particularly focused on biodiversity and climate systems research. The NESP is an ongoing programme that funds environmental research to inform Australian decision makers.

The Australian Government Department of the Environment manages the NESP. The NESP will be delivered through multi-disciplinary research hubs or consortia, hosted by Australian research institutions. Consortia have been chosen that have demonstrated capacity to manage and lead a substantial research program including multiple large-scale research projects.

Further information on the NESP can be viewed at the NESP website https://www.environment.gov.au/science/nesp.

**Threatened Species Recovery Hub**

The conservation of Australia’s rich and extraordinarily distinctive biodiversity should be secure or achievable relative to that of most other nations – we have relatively low human population density, vast areas of natural landscapes, a substantial conservation reserve system, stable governance, a relatively affluent and interested community, and good environmental legislation. Yet, Australia’s extinction rate is one of the worst in the world, and that rate of decline and loss is continuing unabated. This is the disconnect that this Hub seeks to resolve.

The Threatened Species Recovery (TSR) Hub is based on the premise that biodiversity decline and extinction in Australia can be understood, and remedied, and that this can be done in a manner that is cost-effective and that involves the community as informed and interested participants.

The $60 million TSR Hub is supported by funding from the Australian Government’s NESP, matched with contributions from 10 of the country’s leading academic institutions and the Australian Wildlife Conservancy.

It works closely with more than 20 collaborating organisations, including management agencies and non-government conservation groups, to ensure its research has an on-ground impact in threatened species management.

The overarching objectives of the Hub are:

1. A demonstrably improved conservation outlook for a substantial proportion of Australia’s threatened species and ecological communities.
2. Cost-effective strategies to provide early warning about extinction risk and triggers for immediate action.
3. Ongoing decline in the number of Australian species eligible for listing as threatened, through enhanced management of threats.
4. Increased community knowledge of, engagement and investment in threatened species conservation
5. Efficient, effective, coordinated and evidence-based public policy and strategies for conserving threatened species

The Threatened Species Research Hub has six broad research themes:
1. Taking the threat out of threatened species
2. The Red Hot Red List – help for species less than a decade from extinction
3. Prioritisation and practical learning about what works for threatened species
4. Refuges for species on the brink – stopping threats in specific locations
5. Enhancing threatened species policy
6. Engaging people with threatened species conservation

Further information on the TSR Hub can be at the Hub’s website www.nespthreatenedspecies.edu.au.

The Hub is hosted within the School of Earth and Environmental Sciences, which is a vibrant, multidisciplinary School with extensive teaching and research programs covering the fields of Geology, Geography, Environmental Management, Occupational Health and Safety Science and Planning. The School offers a wide range of undergraduate programs including Bachelor’s degrees in Arts (Geography) and Science (Geological and Geographical Science), a Bachelor of Environmental Management and Environmental Science, a Bachelor of Occupational Health and Safety Science, and a Bachelor of Regional and Town Planning. Honours in Geology, Geography, Geographical Science, Geophysics, and Computational Earth Sciences. Coursework masters degrees are offered in Mineral Resources, Environmental Management, Occupational Health and Safety Science, Geographic Information Science, and Urban and Regional Planning and the School also contributes to the multi-school Master of Development Practice. The School offers postgraduate training in research via the Master of Philosophy and Doctor of Philosophy and currently has over 150 students enrolled in these degrees. The School has a strong research profile and enjoys an excellent success rate in nationally competitive grants and has a strong record of high quality publications. Further information and details of the School and its staff may be accessed on the school’s web site at http://www.sees.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

The Project Coordinator plays an important role in the hub coordination and support team for the administering organisation in furthering the success of the National Environmental Science Programme (NESP) Threatened Species Recovery Hub. The position is based at the University of Queensland and supports the Business Manager, Node Leader, Hub Director and Leadership Group in the management of the Hub’s research services, research project management and office services including administrative and organisational services and event organisation. The position is responsible for liaising and communicating with a broad range of internal and external staff, partners and key stakeholders.
The incumbent is required to maintain strong working relationships with a variety of internal units, including the Centre for Biodiversity and Conservation Science, the School of Earth and Environmental Sciences, the Faculty of Science and various central units.

**Duties**

Duties and responsibilities include, but are not limited to:

**Research Management**

- Coordinate the research operations of the hub:
  - Implement and manage the annual work programs under the NESP Threatened Species Recovery hub
  - Manage specific initiatives and activities relevant to the hub e.g Centre-related research projects; Early Career Researcher schemes; training and mentoring programs.
  - Support contract administration functions including the preparation of contracts and the implementation of contractual obligations. Evaluate and check research contracts for operational compliance, and compliance with policy and administrative requirements in accordance with UQ policy.
  - Liaise with external NESP TSR Hub partners, collaborators and key stakeholders on research matters.
  - Provide administrative support to research projects.
  - Coordinate and/or develop documentation for the research programs as required e.g project proposals, forms and procedures, meeting documentation etc.
  - Finalize documentation upon the commencement and completion of projects including system closures and archiving.
  - Coordinate hub research workshops and hub events across Australia working closely with project leaders and key stakeholders.

- Ensure the hub and its staff are complying with research policies and procedures; understand workflows and formulate and develop systems, procedures and training and ensure these are communicated effectively to the appropriate personnel.
- Assist in the development and coordination, collection and collation of information for the hub Annual Progress Reports and the Annual Research Plan submission for the NESP Threatened Species Recovery Hub.
- Undertake projects for new initiatives and business improvements that support the Hub’s strategic objectives and ongoing development and evaluation of contemporary research services.
- Maintain a comprehensive listing of data and research publications in line with both the Hub and the NESP data management guidelines.
- Maintain a comprehensive risk management register in line with UQ, the Hub and the NESP requirements.
- Develop and manage processes for reviewing and managing the accuracy of information in relevant Hub databases, websites and publications, including stakeholder contact information, program information, etc.
- Provide information to relevant University authorities and external agencies, including granting bodies, as appropriate.

**Other Services**

- Act as the first point of contact for Project Leaders, Postdoctoral Fellows, PhDs and visitors to the Hub.
- Other duties, as reasonably directed by your Supervisor.
Organisational Relationships

The position reports to 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

SELECTION CRITERIA

Essential

- Degree in an applicable field and relevant experience and / or an equivalent combination of relevant experience and / or education / training.
- Proven high-level skills and experience in managing research related projects and activities including experience with research funding, project administration and budgets.
- Demonstrated analytical skills sufficient to obtain and interpret guidelines associated with research funding and external bodies’ reporting requirements.
- High level problem solving skills and demonstrated initiative in identifying options and ability to manage and respond to changing priorities and deadlines.
- Demonstrated high level interpersonal communication skills, to effectively communicate and build constructive relationships with staff, students, visitors including those from diverse cultural backgrounds and at all levels of seniority.
- Strong organisational skills, accuracy and attention to detail, while prioritizing and supervising competing work demands within a team.
- Demonstrated high level computer skills: word processing databases, spreadsheets, internet and email; proficiency with use of the Microsoft Office suite.

Desirable

- Ability to work flexibly and with autonomy and sound judgement, and exercise initiative and innovation.
- High level of work ethic and integrity commensurate with the importance of this position.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

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