POSITION DESCRIPTION

Position Title: Research and Administrative Officer
Organisation Unit: Centre for Business and Economics of Health
Position Number: 3041664
Type of Employment: Fixed term, full time for 2 years
Classification: HEW 5

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.

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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.

The Centre for the Business and Economics of Health (CBEH)

In late 2015, following a philanthropic contribution of $1.25m by Paul and Sue Taylor to the BEL Faculty, the Vice-Chancellor, Deputy Vice-Chancellor (Research), and the Faculties of Business Economics & Law, and Health & Behavioural Sciences, together with Mater Research, have provided strategic funds to support the establishment of the CBEH. The Centre conducts both investigator-led and commercial research to inform policies and practices that will contribute to the development of an economically sustainable healthcare system in Australia. It continues to build research capacity and position UQ as the market leader in the Asia-Pacific region for health sector applications of cutting edge business methods and practices. It also intends to build capability in the healthcare sector through the delivery of postgraduate coursework and executive education programs with senior managers and healthcare professionals around change management, evaluation, resource allocation and innovation in the health sector.

Through CBEH, UQ aims to enhance its ability to respond strategically to the drivers for change in Australia’s health budget. These include the health needs and costs of an ageing Australian population, and the impacts of health technology on delivery of patient care. In addition, other drivers for change include the changing nature of health insurance, and the increased use of incentives to change the behaviour of both providers and consumers. CBEH’s point of difference is that it will not only focus on health economics, but will harness the broader business and health sector expertise at UQ. It will create additional capacity in this area through new appointments and supervision of graduate students.

Faculty of Business, Economics and Law and the Faculty of Health and Behavioural Sciences

The CBEH is jointly managed by two UQ Faculties, with a close working relationship with the Mater Research Institute. The BEL Faculty based at the St Lucia campus incorporates the Schools of Business, Economics, and the TC Beirne School of Law. The Faculty aims to be a centre of excellence in business, economics and law, providing quality education and leadership in research for the benefit of its graduates and the wider community. In ERA 2015, BEL Faculty schools achieved the top scores of 5 (well above world standard) for business and management, tourism, information systems and economic theory, with scores of 4 (above world standard) for marketing, accounting and auditing, econometrics, finance, applied economics and law. A number of the researchers in these fields are involved in health-related projects, including issues around tele-medicine, productivity, clinical leadership, and the use of multidisciplinary team and the marketing of health.

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 preventative 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 the Business and Economics of Health  
Centre for Youth Substance Abuse Research (CYSAR)  
Recover Injury Research Centre  
Queensland Alliance for Environmental Health Sciences (QAEHS)  
Poche Centre for Indigenous Health  

More information about the Faculty is available at: [http://habs.uq.edu.au/](http://habs.uq.edu.au/)

The Mater Research Institute is an integral part of CBEH’s activities. In 2013, Mater Research and The University of Queensland formalised a long-standing relationship to form the Mater Research Institute – University of Queensland (MRI-UQ). MRI-UQ is an alliance between the two leading institutions working together to achieve the best possible research discoveries in health.

**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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The primary function of this role is to provide research assistance and high level administrative and secretarial support to the Director of the CBEH. A significant part of this role will assist the Director in research activities such as data analysis, writing journal articles and assisting in finalising research reports. This position acts as the first point of contact for external Stakeholders, Executives and Research staff of UQ, and visitors to CBEH.

**Duties**

Duties and responsibilities include, but are not limited to:

**Research**

- Undertake data analysis and manipulation using statistical software packages.
- Analyse data in excel.
- Perform basic interpretation of statistical outputs.
- Assist with data collection (primary and secondary data sources).
- Assist with the formulation of ethics applications and preparation of reports.

**Publications and Presentations**

- Assist with writing academic journal articles and incorporating feedback from drafts and re-drafts of research findings.
- Design and populate PowerPoint presentations suitable for use internally and externally.
• Formatting final research reports including using templates, powerpoint presentations, checking spelling/grammar and references before they are delivered to the client or journal publication.
• Sort and identify priorities and due dates for submissions.
• Collate responses from stakeholders as required.
• Compile highly confidential data from various sources to integrate into documents and reports. Independently contact appropriate sources to obtain necessary information.
• Design and populate PowerPoint presentations suitable for use internally and externally.
• Review materials prepared by others to ensure procedural and typographical accuracy.

Executive Support

• Manage the Director’s diary, including arranging meetings/appointments, responding to personal and telephone enquiries, and preparing meeting papers and other documents as required.
• Receive visitors and screen enquiries as required. Interface at management level both internally and externally on matters relating to the Director’s activities and requirements.
• Analyse and respond to a wide variety of requests for information or executive action, researching issues and retrieving data to support executive decision-making or problem resolution.
• Develop and maintain efficient electronic and hard copy filing systems to ensure that correspondence, records, committee files etc. can be located in an appropriate, efficient and timely manner.
• Coordinate CBEH related travel (locally / nationally / internationally) including conference registration, flights, accommodation, hospitality, transfer arrangements, whilst ensuring adherence to University travel procedures for the Director and CBEH Program Leaders.
• Reconcile CBEH centre corporate credit card and the Director’s corporate credit card and arrange for the payment of invoices for CBEH.
• Work with other professional staff in others areas such as HR, Finance and Research to ensure outcomes for the Centre.

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 Director, Centre for Business and Economics of Health.
SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to an undergraduate degree in Business, Economics or Social Science; or an equivalent combination of relevant experience and/or education/training.

- Applicants should possess well developed administrative skills and research experience including data analysis.

- Experience in diary management, making international travel arrangements, and experience in organising professional events.

- Experience in analysis and manipulation of data including spreadsheets and use of common statistical packages such as STATA.

- Experience in coordinating a range of activities and projects, analysing data, write reports and creating presentations, with minimal direction.

- Highly developed written, oral and interpersonal skills, including the ability to establish cooperative working relations with staff within the Faculty/University and with external stakeholders (including government and professional groups, private and public organisations).

- Advanced skills in the use of Microsoft suite of programs (Word, Excel, PowerPoint, and Outlook) and desktop publishing programs.

- Demonstrated professionalism, strong work ethic, integrity, diplomacy, and the ability to maintain confidentiality.

- Ability to prioritise own workload, work independently and within a flexible team environment, and meet deadlines

**Qualification Verification**

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

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.