POSITION DESCRIPTION

Position Title: Research and Operations Manager

Organisation Unit: Queensland Cerebral Palsy and Rehabilitation Research Centre, UQ Child Health Research Centre

Position Number: 3021180

Type of Employment: Part-time 0.6FTE, until 31st July 2019

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 (45), 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 (60). 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 14,000 postgraduate scholars and more than 13,000 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 will have further success in this area as an important strategic aim going forward.

**Faculty of Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

**Queensland Cerebral Palsy and Rehabilitation Research Centre (QCPRRC)**

The Queensland Cerebral Palsy and Rehabilitation Research Centre (QCPRRC) is a research centre within The University of Queensland’s Child Health Research Centre in the Faculty of Medicine, and a research program for the State-wide Queensland Paediatric Rehabilitation Service situated within the Lady Cilento Children’s Hospital. Its mission is to advance the health of children with cerebral palsy and related disabilities, supporting them and their families across their lifespan. It is closely linked with clinical services provided at the Lady Cilento Children’s Hospital, providing research leadership to the Queensland
Paediatric Rehabilitation Service (QPRS), the Queensland Cerebral Palsy Health Service (QCPHS), and the Queensland Children’s Motion Analysis Laboratory (QCMAL).

Established in 2007, the QCPRRC is at the forefront of research both nationally and internationally with regular presentations at the Australasian Academy of Cerebral Palsy and Developmental Medicine, the European Academy of Childhood Disability and the American Academy of Cerebral Palsy and Developmental Medicine. The Centre has averaged approximately 30-35 peer-reviewed journal publications per year.

The QCPRRC has eight key research themes:
1. Neurorehabilitation: including multimodal interventions to optimise neuroplasticity.
3. Early detection of Cerebral Palsy, to predict outcomes and fast track families to early interventions.
4. Novel therapies: including the potential of stem cells and neuroprotection strategies.
5. Growth, nutrition, physical activity, physical fitness, and muscle mechanics.
6. Parenting interventions as a model of environmental enrichment.
7. Translational research: the implementation of evidence based interventions to clinical practice.
8. Evidence and education: training the next generation of clinical researchers (Medical and Allied Health).

The Centre is funded by the University of Queensland, philanthropic funding, and through competitive funding (NHMRC, ARC, NIH, Queensland Government). Since the QCPRRC was established in 2007, the centre has attracted >$29.8M in project, fellowship and equipment grants. Of this $24.4M has been administered through the centre. The annual operational budget was approximately $3.1M prior to the addition of two new programs (see below). The annual operational budget will now be $4.1M (with a further $1M administered primarily in other organisational units). These new programs include: 1) an NHMRC Clinical Centre for Research Excellence (CCRE), The Australasian Cerebral Palsy Clinical Trials Network (AusCP-CTN), and 2) a Queensland State Government - Advance Queensland Innovation Partnership, Advancing Cerebral Palsy in Queensland.

The QCPRRC has links and collaborations with the University of Queensland Perinatal Research Centre, and Children’s Nutrition Research Centre, the UQ Centre for Clinical Research (UQCCR), the Schools of Rehabilitation and Human Movement Sciences and the Queensland Brain Institute. Externally the Centre has ties with the Cerebral Palsy Alliance, Brain Research Institute, Murdoch Children’s Research Institute, Monash University and La Trobe University in Melbourne, and internationally with the Katholieke University Leuven, Belgium, the Karolinska Institute, Stockholm, University of Virginia, USA, and the Helene Elsass Centre in Denmark. Research conducted in QCPRRC is linked to the Queensland Cerebral Palsy Register (QCPR) and the Australian Cerebral Palsy Register (ACPR).

More information about the QCPRRC can be accessed through our website, http://qcpprc.centre.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-ug
DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to provide high-level research and operational management for the Queensland Cerebral Palsy and Rehabilitation Research Centre. This position supports the Directors to manage the strategic growth of the research program and key partnerships for the Centre, and leads all operational business functions including: finance; human resources; postgraduate student administration; resource management; workplace health and safety; and research administration including management of ethics and governance compliance.

This position is physically based at the Centre for Children’s Health Research next to the Lady Cilento Children's Hospital, South Brisbane and other sites when required.

Duties

Duties and responsibilities include, but are not limited to:

Research Management

- Provide high level administrative support to facilitate the management of research projects, including human and physical resource allocation, development and monitoring of strategies to promote process efficiency, maximise outcomes and achieve milestones within required timeframes.
- Support the Directors to develop the direction of the Centre research program, including major input into grant applications and advising on opportunities and strategies for research funding.
- Work with relevant teams within the School and University to efficiently manage grant submission and post-award administration, activities relating to intellectual property, legal/contracts and commercialization, and postgraduate student administration.
- Support the Directors to build and maintain key internal and external partnerships, in particular with Queensland Health and relevant funding bodies.
- Oversee all internal and external reporting on Centre activities and research outputs.
- Support marketing and promotional activities to raise the public profile of the Centre, and attract funding and postgraduate students.

Operational Management

- Develop and monitor Centre finances, including all budget preparation, monitoring and authorisation of expenditure, development and review of internal financial policies and procedures ensuring compliance with University and funding body guidelines, and produce all internal and external financial reports.
- Manage the human resource activities of the Centre, including direct management of administrative and clinical support staff, position development, recruitment, performance planning and management, monitoring workloads, and providing assistance in relation to sensitive or difficult human resource matters.
- Develop and support effective working relationships with professional staff within the School, Faculty and wider University including areas of human resources, finance, research and postgraduate student administration, contracts/legal, commercialisation, advancement, and properties and facilities.
• Provide high level administrative leadership to the Centre in all areas of research and operations, including ensuring compliance with policies and procedures for the University and/or Queensland Health, and relevant statutory bodies.

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 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 Scientific Director, Queensland Cerebral Palsy and Rehabilitation Research Centre. The position leads a team of administrative and research staff.

The position has budgetary responsibilities.

SELECTION CRITERIA

Essential

- Completion of a postgraduate degree in health sciences (or other relevant discipline); at least five years relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- High level knowledge of competitive granting agencies and research funding opportunities in the context of a research-intensive tertiary environment.
- High level scientific written communication for the purposes of grant applications, reporting and presentations.
- High level strategic planning and change management skills.
- Sound knowledge and understanding of the University's financial management and research administration systems, (e.g. MIS Reportals, UniFi), and policies and procedures, or the demonstrated ability to rapidly acquire such knowledge.
- Understanding of intellectual property, commercialisation and contracts in a research context.
- Knowledge of the use of a wide range of computer applications in a network environment (particularly Microsoft Word, Excel and PowerPoint) in a large to medium sized organisation.
- Experience in managing research projects to produce high impact outcomes, with competency across at least two key administrative activities (grant applications, post-
award grant administration, ethics, scientific outputs, reporting, stakeholder engagement/partnerships).

- Experience in the preparation and monitoring of budgets, processing financial transactions, and producing financial reports in a large to medium sized organisation with high level attention to detail.

- High level organisational and time management skills including flexibility and adaptability to handle competing work demands and maintain consistently high standards.

- Demonstrated leadership qualities, an ability to work collaboratively as part of a multidisciplinary team and to effectively communicate with staff of all levels both internal and external to the organisation.

Desirable

- Organisational knowledge of Queensland Health operational processes.

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.