POSITION DESCRIPTION

Position Title: Senior Research Partnerships and Program Manager

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

Position Number: 3037026

Type of Employment: Fixed-term, until 28th February 2019

Classification: HEW Level 9

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 (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 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://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.

Faculty of Medicine

The Faculty of Medicine is an internationally recognised provider of world-class education and research. A research-intensive Faculty, we have a gross budget in excess of $300M, employ approximately 1,500 continuing and fixed-term staff (headcount), have a community of more than 4,000 non-salaried academic appointees and teach around 4,000 full-time equivalent coursework students (EFTSL).

We offer Australia’s largest medical degree program for graduates and school-leavers and undergraduate and postgraduate programs are available in the disciplines of Medicine, Biomedical Sciences, Public Health, Health Sciences, eHealth, and Mental Health.

The Faculty of Medicine 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 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 detail is available at www.mbs.uq.edu.au.

We discover. We innovate. We lead.

UQ Child Health Research Centre

The UQ Child Health Research Centre (UQ-CHRC) is an exciting new research centre at The University of Queensland, currently comprising 19 academic staff and 21 professional staff employed by the University of Queensland, 28 UQ Research Higher Degree students, and a significant number of UQ Academic title-holders whose substantive appointment is with Children’s Health Queensland Hospital and Health Service. Together these staff and
students constitute seven research groups, addressing the effect of the environment, diet and infectious diseases on child health, diseases affecting the respiratory and blood system and the management of burns and trauma. The UQ Child Health Research Centre is also a member of a UQ wide virtual research centre comprising over 200 academic staff from multiple UQ Faculties and Research Institutes working on a wide range of issues affecting child health.

The UQ-CHRC is co-located with research centres from Children’s Health Queensland and the Queensland University of Technology (QUT) in a recently completed $100M+ research facility adjacent to the new $1.5 Bn Lady Cilento Children’s Hospital.

The UQ School of Medicine is a leading provider of medical education and medical research in Queensland, including Australia’s largest medical degree program. The School undertakes a wide range of internationally recognized research, supported by outstanding research infrastructure, and has links to major teaching hospitals and research institutes both within and external to the University. The School is a major part of the research intensive Faculty of Medicine and Biomedical Sciences at UQ and has an annual budget of over $120 million.

Queensland Cerebral Palsy and Rehabilitation Research Centre (QCPRRRC)

The Queensland Cerebral Palsy and Rehabilitation Research Centre (QCPRRRC) is a research centre within the Faculty of Medicine, The University of Queensland (UQ), 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 QCPRRRC 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 Centre is funded by the University of Queensland, philanthropic funding, and through competitive funding (NHMRC, ARC, NIH, Queensland Government). Since the QCPRRRC 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 (as below). The annual operational budget will now be $4.1M (with a further $1M administered primarily in other organisational units).

The QCPRRRC 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 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). The QCPRRC and co-investigators have been successful in being awarded two new programs.

**NHMRC Clinical Centre for Research Excellence**

The QCPRRC leads the NHMRC Clinical Centre for Research Excellence (CCRE) Australasian Cerebral Palsy Clinical Trials Network (AusCP-CTN) (5 years from November 2016-2021, $2.5M) and The AusCP-CTN has a 5 year work plan to conduct national training in General Movements Assessment for the earlier detection of CP, fast track children to multisite randomised clinical trials of new neuroprotectants and to develop and test new rehabilitation. The CRE is led by Professor Roslyn Boyd from UQ’s Queensland Cerebral Palsy and Rehabilitation Research Centre with investigators from the five states of Australia and NZ. The collaborative partners will include investigators from CSIRO, the Australian Cerebral Palsy Register, the Cerebral Palsy Alliance in Sydney, the Ritchie Centre Monash University, Princess Margaret Hospital, Women’s and Children’s Hospital, Adelaide; the Starship Children’s Hospital, Children’s Health Queensland, the Merchant Charitable Foundation, and the Children’s Hospital Foundation Queensland. The network will enable earlier detection of CP and fast-track children to multisite randomised clinical trials of new neuroprotectants. New rehabilitation methods will be developed and tested, and knowledge translation studies will ensure effective transfer to enhanced clinical practice. The CRE will overcome known barriers to implementation, developing international clinical practice guidelines guided by a consumer network. The changes in outcomes of children with CP due to the new clinical trials will be tested in the Australian Cerebral Palsy Register.

**Advance Queensland Innovation Partnership Program**

The Advance Queensland Innovation Partnerships (AQIP) program called “Advancing Cerebral Palsy in Queensland” is a new 3 year program from November 2016-2020, $3M. The AQIP program will develop new ‘toolboxes’ of biological and clinical markers to detect CP earlier, implement state-wide training of the General Movements Assessment, fast track infants to trials of early intervention and knowledge translation to improve early detection of CP. The AQIP program partners are the Merchant Charitable Foundation via the Children’s Hospital Foundation (CHF), the Australian e-Health Research Centre of CSIRO, Health Economics at Griffith University and the Cerebral Palsy Alliance.

More information about the QCPRRC can be accessed through our website, [http://qcprrc.centre.uq.edu.au](http://qcprrc.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-uq](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 high-level managerial research and operational management for the Queensland Cerebral Palsy and Rehabilitation Research Centre. This position provides managerial and operational support for the Centre's research program, which includes both an NHMRC Clinical Centre for Research Excellence and an Advance Queensland Innovation Partnerships Program. This position supports the Directors to promote the strategic growth of the research program and to generate strong and beneficial partnerships between key internal and external stakeholders for the Centre. This position manages 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 managerial and operational support for the Centre’s research program (including an NHMRC Clinical Centre for Research Excellence, Advance Queensland Innovation Partnerships Program, multi-site clinical trials, nationally competitive fellowships and other national and international research grants) to promote process efficiency, maximise outcomes and achieve milestones within required timeframes.
- Develop and support effective working relationships with academic, clinical and administrative staff at various Australian and International Universities and Hospitals to facilitate the success of the research program, including ethics, governance, legal agreements and contracts.
- Support the Directors to develop the direction of the Centre’s research program, including major input into grant applications and advising on opportunities and strategies for research funding.
- Advise staff and students on the implications of contractual matters including Research Agreement terms, intellectual property and commercialisation.
- Work with relevant teams within the Faculty, University and key stakeholders to efficiently manage grant submission and post-award administration, including ethics, governance, legal agreements and contracts.

Strategic Planning and Engagement
- Provide strategic advice and support to the Centre Directors to facilitate the Centre’s operations, advancement and change management.
- Support the Directors to build and maintain key internal and external partnerships, in particular with multi-site clinical trial partners and relevant funding bodies.
- Work with the Centre Directors to maximize opportunities with community, government agencies, industry partners and professional bodies for new ventures and projects to be undertaken by the Centre.
- Conduct regular analyses and reviews of the Centre’s Key Performance Indicators.
- Develop and implement marketing and communication strategies that promote the Centre's research activities and/or profile.
- Oversee the development and maintenance of the Centre’s website.

**Operational Management**
- In conjunction with Faculty Finance staff, develop the Centre’s annual budget (finances across UQ and Queensland Health), and budget projections. Monitor expenditure, providing reports, advice and support to Centre Directors and Chief Investigators quarterly or as required, and ensure compliance with University policies and funding body guidelines.
- Direct supervision of Research administrative staff. In conjunction with the supervisors, provide operational direction to RHD students and to clinical support staff and postdoctoral fellows in QCPRCs external programs.
- Provide high level administrative leadership to the Centre in all operational areas including physical resource management, space allocation and change management.
- Produce all internal and external reporting on Centre activities, including research outputs, finance reports and assist Chief Investigators with grant progress reports.
- Undertake effective Occupational Health and Safety (OH&S) measures to ensure compliance with the Workplace Health and Safety Act, related legislation and University and/or Hospital policies and procedures.
- Coordinate events, training courses, meetings and other activities.

**Other**
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
- 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

- Postgraduate qualifications and extensive relevant experience; or extensive and proven management experience; or an equivalent combination of relevant experience and/or education/training.
- Experience in a research management role within a tertiary education or similar environment, with high level competency that demonstrates the ability to deliver on the accountabilities of this position.
- Demonstrated high level interpersonal, strategic planning and change management skills, including effective liaison and negotiation skills needed to develop and maintain strong working relationships with internal and external stakeholders.
- High level of computer proficiency and practical understanding of administrative computer applications, including demonstrated knowledge in research administration systems and research databases, or the ability to rapidly acquire such knowledge.
- High level knowledge of competitive granting agencies and research funding opportunities in the context of a research-intensive tertiary environment.
- Experience in developing high level scientific written communication for the purposes of grant applications, reporting and presentations.
- Strong attention to detail in all matters with demonstrated experience with granting, contractual matters, intellectual property and commercialization in a research context.
- Experience in the preparation and monitoring of budgets, supervising the 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 with a pro-active attitude to problem solving and the ability to work autonomously with minimal direction.
- Ability to work collaboratively as part of a multidisciplinary team and a commitment to the productivity and success of the research team.

Desirable

- Organisational knowledge of Queensland Health operational processes.
- Previous experience managing multi-site research trials.
- Previous ‘hands-on’ research experience including publications and grant success.
- Experience with UQ systems such as MIS Reportal, UniFi, RGMS.

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.