POSITION DESCRIPTION

Position Title: Project Officer
Organisation Unit: Faculty of Medicine – Research and Research Training
Position Number: TBC
Type of Employment: Full time, Fixed Term (12 months)
Classification: HEW Level 7

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 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 $11billion+ (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.

We discover. We innovate. We lead.

**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 work under the direction of the Senior Manager, Research and Research Training and the Associate Dean - Research to support projects for Faculty Higher Degree Research initiatives that have been endorsed via relevant Faculty and UQ Committees, including, the Doctor of Medical Leadership and the MD-PhD programs.

Duties

Duties and responsibilities include, but are not limited to:

- Providing high level support for development, implementation, monitoring and evaluation and continuous quality improvement of Faculty of Medicine higher degree research initiatives including budget management
- Providing support for development, implementation and monitoring of initiatives that enhance the research experience in the Faculty of Medicine Doctor of Medicine program
- Undertaking research and data analysis related to higher degree research and research in the medical program projects and initiatives
- Developing and implementing communication strategies, including drafting of communications and reports related to higher degree research and research in the medical program projects and initiatives and utilising various communication media (i.e. staff updates, websites)
- Liaising with key stakeholders, including higher degree candidates, as necessary during project start-up, planning, development and implementation phases, including the organisation and support for meetings or associated project events
- Supporting the activities of the Research and Research Training unit, including support for key clients, as per the unit’s service charter and as directed by the unit’s manager
- Personally display and contribute to both a positive and client service-focused culture in the workplace
- Any other projects and/or duties as reasonably directed by your supervisor

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 Senior Manager, Research and Research Training.
SELECTION CRITERIA

**Essential**

- A degree with at least four years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training
- Project management experience and skills, including application of relevant project management tools, or equivalent practical methodologies, for managing issues and risk as well as monitoring, documenting and reporting all phases of a projects’ progress
- Demonstrated high level oral and written communication skills and presentation skills
- Demonstrated understanding and high level skills in analysis, interpretation and presentation of data relevant to monitor and evaluate programs and projects
- Excellent time management skills with the ability to manage competing priorities while still meeting deadlines, maintaining attention to detail and accuracy
- Strong interpersonal skills, including the ability to work both collaboratively with colleagues and other internal and external stakeholders, as well as work autonomously to complete tasks as required
- Proficiency in relevant technologies, including MS Office Suite, and the capacity to take up new technologies if required to meet the needs of the role (i.e. communication technologies)

**Desirable**

- Experience in leading and supporting projects in the research higher degree and health contexts
- Knowledge of Tertiary Education sector business practices

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](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.