**POSITION DESCRIPTION**

Position Title: Deputy Director Operations (Secondment Opportunity)  
Organisation Unit: Queensland Brain Institute  
Position Number: 3011880  
Type of Employment: Fixed term, full time for 8 months (Parental leave replacement)  
Classification: Hew Level 10A

**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.

Organisational Environment

The Queensland Brain Institute (QBI) works to understand the development, organisation and function of the brain. We aim to understand the neural circuits in the brain, how their function results in behavioural outcomes, and how dysfunction of these circuits leads to disorders such as dementia, Parkinson’s disease and schizophrenia. We aim to (1) Develop novel therapeutic approaches to treat disorders of neural function and (2) Use our understanding of brain function to improve learning in classrooms and in the workplace.

Established in 2003, QBI (www.qbi.uq.edu.au) is housed on the St Lucia campus of UQ. It is home to more than 450 staff and students, including 41 group leaders.

Over the past decade QBI has become known as one of the world’s leading neuroscience research institutes. It played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in all of the Excellence in Research for Australia (ERA) reviews (2010, 2012 and 2015), one of only two universities in Australia to achieve this.

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 Deputy Director, Operations (DDO) is responsible for the strategic management and high-level oversight of the technical and administrative infrastructure and personnel of the QBI, consultation and governance structures, and engaging with both internal and external stakeholders to strengthen the Institute’s standing.

The position currently leads and manages the functions of finance, human resources, research grants administration, research higher degree, infrastructure, information technology, occupational health and safety, and research services; and provides strategic input into the management of the functions of advancement, innovation and commercial development.

Duties

Duties and responsibilities include, but are not limited to:

Strategic Management and Planning
- Provide strategic advice on operational management issues to support the Director and other Deputy Directors;
- Provide input into the planning and implementation of the Institute’s strategic plan, including allocation of financial resources and support to attract major research funding;
- Lead the operations of the Institute that gives strong emphasis to partnerships and communication between the research groups, and the QBI’s internal and external stakeholders;
- Utilise professional networks to gather information, make representation and influence practices and policies at the University level to better accommodate the interests of the Institute;
- Negotiate and maintain key strategic partnerships with internal and external stakeholders;
- Undertake strategic projects for the Director which may involve complex matters and short time frames;
- Act on behalf of the Director as required for both internal and external activities.

**Operational Management**

- Lead and manage the integrated delivery of operational services for the Institute, including direct line management of managers in finance, human resources, infrastructure, research grant and research higher degree administration, information technology, occupational health and safety, and research services;
- Lead the development and implementation of efficient administrative and management structures, policies and procedures to enhance and support the research vision of the Institute;
- Manage and be responsible for formulation and oversight of the Institute’s annual operating budget, including three year forward projections of Institute income and expenditure;
- Meet reporting requirements to State Government and University Management, including milestone reporting, operational plan, risk register and internal audit;
- Manage change within the Institute to ensure the effective implementation of University and/or Institute initiatives;
- Ensure that QBI’s operations comply with University and Government (State and Commonwealth) policies, procedures and regulations;
- Develop and maintain strong personal contacts and links with key internal and external clients of the QBI;
- Any other duties as reasonably directed by 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 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, QBI.

The position holds Band 5 Financial Delegation and Level 4 Human Resources Authorisation.

SELECTION CRITERIA

Essential

- Postgraduate qualifications in management or relevant degree; or an equivalent combination of relevant experience and/or education and training.
- Extensive knowledge in Australian granting agencies and research funding opportunities, international funding schemes, and the structures and operation of State and Federal governments that impact on tertiary education and research funding.
- Extensive experience preferably in a tertiary education institution or relevant large organisation, including at least five years in a position with a significant focus on management.
- Extensive experience in high level organisational management, including financial and human resources management.
- Demonstrated ability to contribute to strategic planning, policy formulation and implementation of strategies.
- Experience in dealing with a wide cross section of people, from students to senior university and government personnel, to high level political and diplomatic figures.
- Team focused with an ability to work effectively in a multi-faceted position.
- High level ability to prioritise time and activities.

The University of Queensland values diversity and inclusion. Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. Applications are also encouraged from women. This role is a full-time position; however flexible working arrangements may be negotiated.