

POSITION DESCRIPTION

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| Position Title: | Administration Officer |
| Organisation Unit: | Child Health Research Centre, Faculty of Medicine |
| Position Number: | NEW |
| Type of Employment: | Full-time, fixed term for 6 months (parental leave replacement) |
| Classification: | HEW Level 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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 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+.

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 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 Spinifex 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.

UQ Child Health Research Centre

Established in 2015, the UQ Child Health Research Centre (UQ-CHRC) brings together some of UQ's leading researchers to tackle global challenges in child and adolescent health. With research in nutrition and growth, respiratory disease, allied health, environmental health, burns, infectious diseases, cerebral palsy, rehabilitation and child and youth mental health and more, the centre is making a difference to the health of children everywhere.

The UQ-CHRC is co-located with research centres from Children's Health Queensland and Queensland University of Technology (QUT) in the recently completed Centre for Children's Health Research CCHR), a \$134 million purpose-built research facility adjacent to the Queensland Children's Hospital.

Information relating to the activities of CHRC may be found at <https://child-health-research.centre.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 Faculty of Medicine, The University of Queensland (UQ), and a research program for the Department of Paediatric Rehabilitation situated within the Queensland Children's Hospital. The QCPRRC is also the lead centre for an NHMRC Centre of Research Excellence for the Australasian Cerebral Palsy Clinical Trials Network (<https://cre-auscpcn.centre.uq.edu.au/>). QCPRRC's 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 Queensland Children's Hospital, providing research leadership to the state-wide Queensland Paediatric Rehabilitation Service (QPRS) 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 is funded by the University of Queensland, Merchant Charitable Foundation via the Children's Hospital Foundation, and through competitive (NHMRC, ARC, NIH, Queensland Government). The Centre has a multidisciplinary research program, with projects examining the relationship between brain structure, motor and comprehensive outcomes; growth, nutrition and physical activity in children with cerebral palsy; randomised controlled trials of novel interventions for children with Cerebral Palsy and acquired brain injury; and early detection of injury and intervention in infants born preterm. The focus of this crucial role will be to co-ordinate multiple clinical trials of interventions for children with Cerebral Palsy and their families under the guidance of the chief investigators.

The QCPRRC has links and collaborations with the University of Queensland in Schools of Rehabilitation and Human Movement Sciences, the Perinatal Research Centre, and Children's Nutrition Research Centre, the UQ Centre for Clinical Research (UQCCR) and the Queensland Brain Institute. Externally the Centre has ties with the Cerebral Palsy Alliance, Monash University, Curtin University, Auckland University 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 Australasian Cerebral Palsy Register (ACPR).

More information about the QCPRRC can be accessed through our website, <https://qcprc.centre.uq.edu.au/>

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

The purpose of the position is to provide administrative support for the entire Queensland Cerebral Palsy and Rehabilitation Research Centre, and executive support for the Scientific Director.

Duties

Duties and responsibilities include, but are not limited to:

- Provide executive administrative support, including but not limited to preparing agendas and minutes for meetings, calendar scheduling and room bookings
- Organise all administrative and logistical aspects of events, studies for staff and students
- Assistance maintaining the Centre's websites and promotional activities, including assisting in data analysis and reporting for website and stakeholder engagement;
- Assisting with organising, collating and drafting of the bi-annual newsletter, developing and maintaining Centre templates and assist in the development and printing of any special media on a needs basis;
- Maintain internal databases for both research tracking, and general office operation;
- Maintain and complete transactional financial activities for office consumables, research equipment, IT and special item orders,
- Coordinate office spacing matters and maintain storage register for office consumables and study equipment;
- Assist with the development and maintenance of standard operating procedures and manuals and provide general guidance on basic policy and ;
- Assist chief investigators of research projects with ethics submissions and data cleaning and entering and updating data
- Any other 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 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 Senior Research Partnerships & Program Manager, QCPRRC

SELECTION CRITERIA

- Completion of an undergraduate degree; or diploma qualification with relevant subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training;
- Finance and Admin experience in a tertiary environment, and/or a medium to large sized organisation, including the ability to review work practices and update procedures and processes; or demonstrated ability to rapidly acquire such knowledge;
- Experience in using of a wide range of tools and applications for report and presentation preparation, and web-based marketing and communication applications in a network environment; or demonstrated ability to rapidly acquire such knowledge;
- Highly developed communication (oral and written) and interpersonal skills with the ability to liaise effectively with tact and discretion, with a wide range of people both internal and external to the University;
- Ability to exercise initiative and judgment as appropriate, and work in a flexible and dynamic environment with competing priorities to meet deadlines.

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](#) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.