POSITION DESCRIPTION

Position Title: Project Officer
Organisation Unit: School of Veterinary Science
Position Number: New
Full: Full Time Fixed Term (12 weeks)
Classification: HEW 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 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 (65). 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

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 Faculty of Science is an internationally recognised provider of world-class education and research. A research-intensive Faculty, with a gross budget in excess of $300M, employs approximately 1,500 continuing and fixed-term staff and teach around 6,000 full-time equivalent coursework students (EFTSL).

The Faculty teaches agriculture, biology, chemistry, earth sciences, food science, geography, marine science, mathematics, physics, planning, both environmental sciences and management and veterinary science, to undergraduate and postgraduate coursework students enrolled in a range of degree programs including science, engineering and health and medicine. The Faculty provides the community with the next generation of professionals and graduates who are sufficiently scientifically literate and numerate to be effective in understanding, managing and addressing complex problems, including those in energy, food supply, health, environment and sustainability.

Research conducted in the Faculty of Science includes fundamental research across a wide range of scientific disciplines and a vibrant portfolio of applied research, well linked to industry and government, particularly in its areas of Agriculture and Food Sciences, Geography and Earth Sciences, Ecology and Environment, and Veterinary Sciences.

The Faculty comprises six Schools: Biological Sciences, Earth and Environmental Sciences, Agriculture and Food Science, Chemistry and Molecular Biosciences, Mathematics and Physics, and Veterinary Science.

The School of Veterinary Science has a rich history, having been founded in 1936, and with a reputation for graduating highly capable veterinarians. The Veterinary Science program at UQ has full accreditation with the Australasian Veterinary Boards Council, the Royal College of Veterinary Surgeons and the American Veterinary Medical Association. The School also contributes to programs in veterinary technology and animal & veterinary bioscience. The respected QS World Rankings recently ranked UQ as 29 in the world in the field of Veterinary Science.

The School of Veterinary Science has a rich history, having been founded in 1936, and with a reputation for graduating highly capable veterinarians. The Veterinary Science program at UQ has full accreditation with the Australasian Veterinary Boards Council, the Royal College of Veterinary Surgeons and the American Veterinary Medical Association. The School also contributes to programs in veterinary technology and animal & veterinary bioscience. The respected QS World Rankings recently ranked UQ as 22nd in the world in the field of Veterinary Science.

The School of Veterinary Science has high quality facilities at the UQ Gatton Campus, providing the teaching, research and clinical infrastructure and resources to further develop its strong reputation as a leading provider of veterinary training, research and clinical care.

The Veterinary Teaching Hospital is an organisational unit within the School that includes all of the School’s outstanding clinical facilities. UQ VETS Equine Hospital is largely referral based hospital with advanced facilities and offers a 24 hour emergency medical and surgical service. UQ VETS Small Animal Hospital boasts the latest in veterinary medical and surgical diagnostic and treatment options and a 24 hour Emergency and Critical Care service for
small animals including wildlife/exotics. UQ VETS Dayboro is a mixed practice 45 minutes
north of Brisbane servicing both commercial and hobby farmers offering a balanced mix of
small and large animals. The UQ VETS Clinical Studies Centre facilitates and provides
support to pre-clinical and clinical training in companion animals as well as a renowned
research hub for clinical and behavioural research. The Centre includes a 16 – table surgical
teaching facility, and is also used for veterinary continuing education events. The Clinical
Studies Centre is also home to the School’s Pets-for-Life Adoption Program. UQ staff also
supervise clinical placements at the RSPCA’s Brisbane Animal Care Campus, Wacol.

The UQ Veterinary Laboratory Services provides an efficient pathology service to the
hospitals and other clients through our core disciplines of clinical pathology, anatomical
pathology, microbiology and parasitology. It also provides laboratory support for veterinary
teaching and research.

The school opened the Student Clinical Skills Hub in May 2016. This facility houses a range
of low and high fidelity models to reduce use of live animals and cadavers in teaching, and to
enhance veterinary clinical skills training. With 24/7 swipe-card access, individual students
can practice their clinical skills until they are confident and competent. The facility also has a
simulated client communications laboratory with both static, online, and interactive
simulations, and access to a range of training models to facilitate development of fine motor
skills (e.g. suturing), procedural techniques, and cognitive/diagnostic competences.

Information about the Faculty and the School may be accessed on the Faculty’s web site at

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is

DUTY STATEMENT

Primary Purpose of Position

The Project Officer position will support the deployment of new Picture Archiving and
Communication System in the Veterinary Teaching Hospitals at the Gatton and Dayboro
sites. The Project Officer supports the Technical Owners of the system by coordinating
migration activities, facilitating training, documenting procedures and assisting with training
of staff and students.

Duties

Duties and responsibilities include, but are not limited to:
• Organise and participate in project activities outlined in the project plan, including
  assisting with the configuration and testing of the software.
  • Liaise with vendors, equipment manufacturers, diagnostic imaging team and broader
    clinical community to support the software rollout.
  • Maintain Issue Tracker and Project Task Summaries.
• Act as primary point of contact between vendor, UQ ITS, VTH management and
  Diagnostic Imaging team for issues relating to the project.
• Coordinate training activities in the Teaching Hospital including;
  • Preparation of training materials for different user types
  • Deliver training sessions to staff as needed
• Supporting staff during Go-Live
• Establish user access arrangements and controls for staff and students.
• Support the DI team with integration of the new software with Dictation system (Dragon Medical) and Hospital Management System (RxWorks).
• Assist DI team with the preparation of SOP documentation, workflow improvement and training materials.

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 Commercial Manager – Veterinary Teaching Hospital.

SELECTION CRITERIA

Essential
• Completion of a degree without subsequent relevant work experience, or
• Completion of an advanced diploma or equivalent qualification and at least 1 years subsequent relevant work experience, or an equivalent combination of relevant experience and/or education/training.
• Excellent interpersonal skills including demonstrated experience and skills in liaison, negotiation and problem-solving with staff at all levels.
• A high degree of computer literacy including practical experience with Excel and Access or other information management systems to arrange and analyse data.

Desirable
• Experience with supporting project activities in an organisational context including record keeping, report preparation, knowledge of relevant university policies and ability to liaise with diverse project stakeholders.
• Previous experience supporting clients in a technical capacity.