POSITION DESCRIPTION

Position Title: Strategy and Operations Manager
Organisation Unit: UQ Protein Expression Facility
Position Number: 3041281
Type of Employment: Full-time, fixed-term
Classification: H Hew Level 8

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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 UQ Protein Expression Facility (PEF), a Central Research Platform at UQ, specialises in engineering and producing high quality recombinant proteins for academic and industry researchers. UQ PEF offers comprehensive protein production services using *Escherichia coli*, yeast, baculovirus-insect, mammalian and cell-free expression platforms to tailor for protein-specific uniqueness. Its robust and flexible production platform supports molecular engineering, multi-hosts expression, protein purification and characterisation. UQ PEF has an extensive track record of engagements with researchers across the academia, industry and government sectors, and is internationally recognised for its client-focused approach.

With a dynamic team of research professionals, UQ PEF is renowned for its service and teamwork. Building upon a diverse workforce, UQ PEF values creativity and offers a culture that supports personal growth and continuous learning.

More information about UQ PEF can be accessed through its website at: http://pef.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

DUTY STATEMENT

Primary Purpose of Position

The role provides operations management in a research facility, to ensure the highest level of efficiency in the provision of research services in recombinant protein production for academia and industry research. Work requires knowledge of research concepts, practices and procedures, laboratory operations, regulatory requirements, and planning and budgeting. The role provides strategic planning to ensure long-term operational relevance and excellence.

Duties

Duties and responsibilities include, but are not limited to:

Organisational Leadership:
- Contribute to short and long-term organisational planning and strategy
- Lead and motivate staff members in achieving organisational goals

Organisational Effectiveness:
- Drive initiatives that contribute to long-term operational excellence of a highly technological research facility
- Day-to-day facility management to ensure efficient provision of research services in recombinant protein production
- Apply scientific knowledge to plan, direct and manage complex and multiple research projects to meet milestone, timeline and standard
- Create and implement strategies to improve quality, productivity and efficiency
- Conduct and support recombinant protein production projects
- Encourage and manage research activities to develop leading protein technologies

**Financial Management:**
- Oversee monthly and quarterly assessments and forecasts of organisation’s financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.
- Assist the Director in creating annual budget and monitoring cash flow

**Stakeholder Management:**
- Establish and develop effective relationships with clients
- Develop and implement outreach strategy to new clients
- Represent and promote the organisation’s interest in meetings, workshops and conferences
- Manage the negotiation and establishment of legal agreements with all parties
- Preparation of reports for clients and Board

**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 Director of UQ Protein Expression Facility.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to a PhD degree in science or related field; or an equivalent combination of relevant experience and/or education/training
- Extensive knowledge and skill in recombinant protein production using one or more expression host, and well-versed in bioprocess development and protein analytics for protein-based products
- In-depth understanding on GLP, cGMP and regulatory requirements for biologics industry
- Proven ability in complex research project management, independently establish priorities and manage competing deadlines for self and others
- Demonstrated effective strategic planning, management and leadership skills to achieve outcomes through effective management of resources
- Demonstrated ability to lead, motivate and train team members, and the capacity to contribute to building a team to achieve operational and organisational objectives
- Capacity to represent the organisation’s interest, including the ability to consult, negotiate and liaise effectively with academics and industry partners

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) 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.