POSITION DESCRIPTION

Position Title: Project Manager – Down Syndrome Research Program
Organisation Unit: School of Education
Position Number:
Type of Employment: Part-time, fixed-term
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 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 $11 billion+.

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 Humanities and Social Sciences (HASS) is a large, multi-disciplinary Faculty with a broad academic profile, substantial research achievements and a commitment to public engagement. The Faculty is based at the St Lucia campus in the iconic Forgan Smith building, at the heart of the University - The Great Court.

HASS has entered an era of regenerative leadership. Executive Dean Professor Heather Zwicker joined UQ in spring 2018, and brings a fresh vision of interdisciplinary collaboration, public accountability and commitment to the student experience. Many Heads of School are also new to their roles and eager to ensure that HASS continues to be a powerhouse for disciplinary and interdisciplinary research across our Schools, Institutes and Centres, as well as boasting exciting, responsive teaching in a broad range of programs. Moving forward on equity for Aboriginal and Torres Strait Islander staff and students, and supporting the UQ Reconciliation Action Plan, is a HASS priority.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a Centre for Policy Futures, and several school-based research centres. It also plays host to the Institute for Modern Languages.

HASS has a strong identity and long tradition of innovation and leadership, offering a broad range of programs - including one of UQ’s largest, the Bachelor of Arts.

The complementary nature of our disciplines attracts a diverse cohort of international and domestic students, with 640 research higher degree students, approximately 1,600 students in postgraduate coursework degrees and close to 7,000 undergraduates.

The Faculty of Humanities and Social Sciences produces nationally and internationally regarded research across its many and varied disciplines. In addition to strong performance with external funding, UQ researchers in humanities and social sciences have won prizes, gained reputations for research excellence, performed exceptionally in the Excellence for Research in Australia (ERA) exercise, in global university rankings and is ranked 89th in the Times Higher Education subject rankings for Arts and Humanities, among many other measures.

Our strong performance reflects the quality of world-changing work our researchers are undertaking, with their breakthrough discoveries having a positive impact on society and changing the lives of others around the globe. Visit our Research Impact website for some of these stories.

HASS proudly claims a large number of Fellows in national disciplinary bodies, including the prestigious Australian Academy of the Humanities, and the Academy of the Social Sciences in Australia.
More information about the Faculty can be accessed at http://www.hass.uq.edu.au/

The School of Education is consistently ranked as one of Australia’s leading research and teaching institutions in the field of education. It has a strong commitment to addressing issues of education and equity in the context of rapid social, economic and cultural change. The School’s education programs and research agendas have focused on driving state and national educational innovation and reform.

The School hosts the Down Syndrome Research Program (DSRP), which has operated for over forty years. In 2017, the DSRP was awarded the prestigious Down Syndrome International award for Outstanding Contribution to Scientific Advancement Related to Down Syndrome. Two significant aspects of the DSRP are the longitudinal study and Latch-On® which has been commercialised through UniQuest. An emerging area of study involves researching inclusive secondary mathematics.

The School’s staff are internationally cited and recognised for outstanding work in such fields as sociology and policy studies in education, educational psychology and learning sciences, inclusive education, literacy and numeracy, pedagogy and school reform and leadership.

Further information and details of the research interests of academic staff may be accessed on the school's web site at https://education.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 Project Manager (DSRP) is primarily responsible for the administrative and financial activities of research programs and projects developed under the auspices of the DSRP in the School of Education. Currently, those projects are the Longitudinal Study, Latch-On® and the inclusive secondary mathematics study.

Duties

Duties and responsibilities include, but are not limited to:

- Managing research projects on a day-to-day basis, including financial management of project budgets.
- Maintaining partnerships with research participants, including relationships with Latch-On partners, longitudinal study participants and schools participating the inclusive mathematics study.
- Coordinating and participating in the delivery of training to teachers in domestic and international settings for the Latch-On project.
- Managing complex data sets, undertaking literature searches and assisting in data collection.
- Coordinating project meetings, travel, training and other activities of the projects.
- Managing and directing research assistants as required.
- Contributing to the development of research approaches with individuals with intellectual disability.
Undertaking data collection with people with Down syndrome and other intellectual disabilities.

Providing information and assisting in the production of reports and other documentation.

Ability to travel overseas, interstate and work outside standard hours.

Preparing and delivering verbal and written reports to a range of stakeholders internally and external to the University.

Preparing, contributing to and delivering conference presentations to different audiences.

Contributing to peer reviewed articles created for different audiences

Maintaining the DSRP and Latch-On websites, including management and sourcing of content.

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 Associate Professor Rhonda Faragher, School of Education,
SELECTION CRITERIA

- Completion of a degree in disability and/or education with at least four (4) years subsequent relevant work experience in a project management role with a focus on intellectual disability projects, or an equivalent combination of relevant experience and/or education/training.
- Hold, or be eligible to hold, a valid Queensland Government Blue Card
- Hold, or be eligible to hold, current registration as a teacher with the Queensland College of Teachers.
- Demonstrated knowledge and experience of how people with Down syndrome learn and how they can be supported in their learning across the lifespan.
- Demonstrated experience conducting research with people with intellectual disability and their families, across the lifespan.
- Ability in preparation and delivery of training programs, particularly LATCH-ON, to teachers in the area of intellectual disability.
- Capacity to independently manage multiple projects simultaneously.
- Capacity to contribute to, and develop research with individuals with intellectual disability.
- Capacity to manage and independently analyse complex data sets.
- Experience in preparing and presenting research data in a range of contexts.
- Ability to work with web-designers to maintain a website.
- Excellent interpersonal, written and verbal communication skills that encourage cooperation from a diverse range of clients, including the ability to manage and maintain strong working relationships with external and internal stakeholders.
- Ability to travel overseas and interstate as well as work out of the normal span of hours including weekends.

Desirable

- Completion of a relevant postgraduate degree in disability and/or education with at least five years’ subsequent relevant work experience in a project management role with a focus on intellectual disability projects or an equivalent combination of relevant experience and/or education/training.

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.