POSITION DESCRIPTION

Position Title: Program Coordinator
Organisation Unit: Queensland Genomics Health Alliance (QGHA), Office of the Deputy-Vice Chancellor (Research)
Position Number: 3042398
Type of Employment: Full Time, Fixed Term
Classification: HEW 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 (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 technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniques.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 Deputy Vice-Chancellor (Research) is a member of the University’s Senior Executive and has responsibility for the development and advancement of the University’s profile in research and research training. This includes the strategic management of research at an institutional level; development of research policy; management of strategic research funding; development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University’s Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University’s research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management, contract negotiation; and research ethics and integrity.

Further information is available at: http://www.uq.edu.au/research.

Queensland Genomics Health Alliance

The Queensland Genomics Health Alliance is a $25 million, 5-year Advance Queensland initiative. Its focus is on health research implementation, and on accelerating the translation of medical genomics into standard of care, identifying the challenges and solutions, and evaluating the benefits for Queenslanders. The Queensland Genomics Health Alliance is a collaboration that brings together Queensland Hospitals and Health Services with medical research institutes and universities to demonstrate the value of genomics in everyday healthcare, with the ultimate goal of improving the health of Queenslanders. The University of Queensland has been chosen to host QGHA with the QGHA working collaboratively with all universities in the State, key Queensland-based research organisations, the Queensland Hospital and Health Services, private health providers and associated health organisation throughout the State.

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

To facilitate effective cooperation, integration and interaction between project participants, executive, clinicians, researchers, consumers, corporate and other enabling stakeholders. The Program Coordinator will also undertake the planning, coordination, monitoring and reporting functions required to facilitate the activities of QGHA Projects and the QGHA Program.

Duties

- Undertake the planning, coordination, monitoring and reporting functions required to facilitate the activities of QGHA projects and provide support to the QGHA Program.
- Support and monitor the development and implementation of project and program activities, consistent with the QGHA Delivery Plan and in line with QGHA strategy as articulated in the QGHA Business Plan.
- Collaborate and negotiate with Project Leads, relevant senior clinicians and the broader Alliance community to facilitate project management and implementation of outcomes into clinical services (as required) with a focus on identified priority areas.
- Provide high level accurate advice, briefs, recommendations, reports, presentations and correspondence to and on behalf of the QGHA Projects and Program through the General Manager and Executive Director and undertake research, investigation and analysis in relation to complex and sensitive issues.
- Support the implementation of change management processes across QGHA Program.
- Establish and maintain effective networks of contacts and good working relationships with key staff from Project Research Organisations, health service partners and other key stakeholders internal and external to Queensland Health and the QGHA Program.
- Provide leadership and direction to the QGHA Team, foster and encourage a workplace environment that is outcomes focused and instil a culture of continuous improvements through effective communication, training and flexible workforce management practices.

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 General Manager, Queensland Genomics Health Alliance.
SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to an postgraduate degree in business administration and/or program/project management, or a related field; or extensive experience and management expertise; or an equivalent combination of extensive relevant experience and/or education/training.

- Demonstrated high level ability to conceptualise, develop, communicate and evaluate new, innovative and creative approaches to address complex organisational issues using a quality improvement framework.

- Demonstrated high level ability to project manage service improvements in a complex program setting through stages of development, coordination, implementation and evaluation.

- Demonstrated high level ability to develop, implement and manage organisational change and organisational effectiveness initiatives.

- Demonstrated highly developed planned and organizational skills with the ability to support and manage multiple, related projects simultaneously ensuring completion on time and on budget.

- Demonstrated ability to identify and execute activities to support cross project collaboration and engagement within a dynamic environment

- Highly effective interpersonal skills, including demonstrated ability to consult and communicate with staff at all levels and proven ability in negotiation and influencing.

- Demonstrated ability to provide authoritative written advice to senior management on a range of complex organisational issues and ability to prepare complex submissions, briefings and reports.

**Desirable**

- Experience in health care delivery is desirable.

- Experience in the field of higher education or research is desirable.

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.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.