POSITION DESCRIPTION

Position Title: Program Coordinator
Organisation Unit: Faculty of Medicine
Position Number: TBA
Type of Employment: Full time, Fixed term until 30 June, 2021
Classification: 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://unusual.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.

**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](http://www.medicine.uq.edu.au).

**Brisbane Diamantina Health Partners (BDHP)**

The Brisbane Diamantina Health Partnership includes South East Queensland’s leading acute and community health services, primary care, research institutes, universities and government agencies. Through the partnership, BDHP’s members seek to accelerate the translation of research and evidence into education and healthcare practices, with the aim of tackling some of the biggest and most pressing health challenges facing communities throughout Queensland. BDHP contributes, locally, nationally and internationally. BDHP is also an active member and contributor to the Australian Health Research Alliance (AHRA).
The alliance encompasses all nine National Health and Medicare Research Council accredited centres, providing leadership and collaboration at a national level, including system level initiatives which focus on building capacity in data driven healthcare improvements, community and consumer engagement and health system improvement and sustainability.

BDHP’s role is to accelerate and enable collaboration through facilitation, communication and engagement across the partnership and with our stakeholders. Involvement of communities, consumers, patients, families and carers, ensures solutions are based on knowledge and understanding of the specific challenges they face.

Queensland Genomics

Queensland Genomics 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 care, identifying the challenges and solutions, and evaluating the benefits for Queenslanders.

Queensland Genomics 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 Queensland Genomics with Queensland Genomics 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.

Further information is available at: http://www.qgha.org

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

Duties

- Undertake the planning, coordination, monitoring and reporting functions required to facilitate the activities of Queensland Genomics projects and provide support to the Queensland Genomics Program.
- Support and monitor the development and implementation of project and program activities, consistent with the Queensland Genomics Delivery Plan and in line with Queensland Genomics strategy as articulated in the Queensland Genomics 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 Queensland Genomics Projects and Program through the BDHP Program Manager, Queensland Genomics 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 Queensland Genomics 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 Queensland Genomics Program.

• Supervise the two Queensland Genomics project officers and provide support to project resources when required.

• Provide leadership and direction to the Queensland Genomics 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 Program Manager, Brisbane Diamantina Health Partners.
SELECTION CRITERIA

- Relevant qualifications and training equivalent to a post graduate degree; or an equivalent combination of extensive relevant experience and/or education/training
- Demonstrated experience successfully managing medium to large projects including effectively managing stakeholders.
- Demonstrated knowledge of relevant project management tools or equivalent practical methodology for monitoring project progress.
- Substantial, demonstrated experience in the interpretation and application of policies and procedures relating to complex environments, ideally in a similar environment
- Experience in efficient and effective use of corporate information systems.
- Experience with supervising staff, including planning, organising, performance management, recognition and development of staff.
- Demonstrated high level written and oral communication skills including analysing information and data critically, and report writing.
- A flexible approach to problem-solving to meet changing requirements.
- Demonstrated capacity for identification and analysis of issues, innovative problem solving and improvement of administrative systems and procedures.
- High-level interpersonal skills, including effective liaison and negotiation skills needed to develop and maintain strong working relationships within the School, Faculty, and the wider University community.
- Ability to use judgement, act independently and take initiative with minimal direction, yet work effectively as part of a management team.
- Demonstrated high level organisational ability, attention to detail and ability to work to deadlines and manage competing priorities.
- Ability to exercise tact, discretion and maintain confidentiality

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 (recruitment@uq.edu.au).