POSITION DESCRIPTION

Position Title: Project Manager
Organisation Unit: School of Chemistry and Molecular Biosciences
Position Number: 3044743
Type of Employment: Full Time, Fixed Term for 3 years
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 Faculty of Science is recognised as a powerhouse for some of the world's leading scientists, teachers, science programs and commercial outcomes. The Faculty is one of the largest Science groupings in Australia, with approximately 1100 (equivalent full-time) staff, and about 7500 (equivalent full-time) students.

Throughout its Schools and Centres, the Faculty unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ researchers and graduates are working on a wide range of groundbreaking projects from the molecular characterisation of drug resistant bacteria that affect piglets through to finding better treatments for illness and rehabilitation of the environment.

Information about the Faculty may be accessed on the Faculty's web site: http://www.science.uq.edu.au/

School of Chemistry and Molecular Biosciences

The School of Chemistry and Molecular Biosciences (SCMB) combines the disciplines of Chemistry, Biochemistry & Molecular Biology, Microbiology and Parasitology into a single academic unit. The School has modern research laboratories with state-of-the-art equipment and research infrastructure. The School includes over 50 academic staff, who are widely published internationally and have extensive research backgrounds. Information about the School and research interests of academic staff may be found on the web site http://www.scmb.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

This position is responsible for senior administrative support of a team of UQ researchers and a wider Australian consortium developing a Rapid Response Vaccine Pipeline for epidemic preparedness.

Duties

Duties and responsibilities include, but are not limited to:
**Administrative Leadership**

- Provide advice to the project leaders and facilitate implementation of the project team’s strategic objectives.
- As directed by the project leaders, liaise at an authoritative level with internal and external stakeholders to meet the administrative and facilities needs of the team, the School/Faculty/University and the CEPI consortium.
- Provide high level administrative and financial support for all aspects of a large research project, including monitoring of budgets and timelines and reporting. Exercise financial delegation.
- Use proprietary and corporate systems such as project management software to assist the project leaders comply with requirements and objectives.
- Where appropriate, develop local systems, complementary to corporate systems, to meet the administrative and physical needs of the project.
- Organisation and coordination of events/workshops/meetings and travel arrangements for project consortium members.
- As the project’s secretariat, prepare agendas and minutes, running reports, and research relevant information for consortium members. Assist with the preparation of formal milestone reports for CEPI.
- Partner with professional service teams within the Faculty (Advancement, Engagement, Research Management, Facilities & Infrastructure, HSW, HR, Finance, ITS, Student and Academic Admin) to ensure effective and efficient administrative services are provided to the project.
- Assist with the compilation, checking and presentation of data for possible inclusion in reports and publications
- Provide executive officer services and support to the project leadership team in all matters related to project management
- Perform other administrative duties as required by the Project leadership team

**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 project co-leads Prof Paul Young and Dr Keith Chappell and to the project director.
SELECTION CRITERIA

- Qualifications and training equivalent to an undergraduate degree in microbiology, immunology, molecular biology or related field, with subsequent relevant administrative experience.
- Ability to prepare and monitor budgets and timelines, and to prepare project reports at a professional level.
- Excellent interpersonal skills including the ability to communicate effectively within a small team and as part of a larger consortium.
- Highly organized and meticulous with an ability to design and run reports as required.
- Excellent computing skills with:
  - Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook)
  - Experience with the use of Microsoft Project for tracking project progression.
  - Experience in recording, coordinating and reporting financial records.
- Commitment to upholding the University’s values, and with the outstanding personal qualities of openness, respectfulness and integrity.

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 science.recruitment@uq.edu.au