POSITION DESCRIPTION

Position Title: Manager, Facilities
Organisation Unit: School of Biomedical Sciences
Position Number: 1026897
Type of Employment: Part-time, Secondment
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 (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 $11billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

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.

School of Biomedical Sciences

The University of Queensland School of Biomedical Sciences is a distinguished centre for teaching and research in the academic disciplines of Anatomy, Developmental Biology, Physiology, Pharmacology and Pathology. The School has more than 40 full-time research and teaching staff and is one of the largest Schools of its type in Australia. It has links to other prestigious research centres on the St Lucia campus including the Queensland Brain Institute (QBI), the Institute of Molecular Bioscience (IMB) and the Australian Institute for
Bioengineering and Nanotechnology (AIBN). Our diverse research provides an exciting environment for national and international research fellows and higher degree students. It is concerned with advancing the understanding of how cellular mechanisms contribute to the function of the human body in health and disease. Details of the research interests of academic staff may be accessed on the school’s web site at https://biomedical-sciences.uq.edu.au/

In addition to its graduate research programs, the School teaches undergraduate students in Science, Medicine, and Health Sciences.

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 primary purpose of this part time position is to manage the School’s facilities, including planning and coordination of projects, maintenance, operations, asset procurement and staff supervision. This will be done in collaboration with the School Manager and with support from the Operations and Facilities Officer. The position works closely with Property and Facilities (P&F) and liaises with internal and external stakeholders to plan and carry out all aspects of the role. Key areas of responsibility include planned and unplanned maintenance, strategic procurement, space allocation and supervising the Facilities team.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinate maintenance works with P&F to mitigate risks and maintain facilities in peak operational performance
- Work with the HWS team to address corrective actions that arise from audit processes to reduce any hazard or risk situations
- Actively consult with internal stakeholders to ensure that functional requirements of space and infrastructure are met to achieve the greatest impact to the academic endeavour
- Work closely with the School’s Research and Infrastructure Committees to implement a sustainable and coordinated approach to asset replacement within the School
- Assist in reviewing and providing technical advice on equipment procurement on behalf of the School and avoid unnecessary duplication of assets
- Coordinate the asset management program across the School including updating of the asset register, freezer register on Archibus, and management of stocktakes and audits
- Oversee the movement or relocation of laboratory assets and engage technical service engineers as required
- Implement annual, preventative servicing of lab assets in accordance with the School’s maintenance schedule
- Coordinate and maintain effective systems for 24/7 emergency response and support of critical infrastructure
- Supervise staff and foster a strong service culture among team members by modelling behaviours integral to good people management practice
- Undertake other duties within the scope of the classification as required by the School management 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 School Manager, School of Biomedical Sciences.

SELECTION CRITERIA

- Postgraduate qualifications in a relevant area with experience in project
  management; or an equivalent combination of relevant experience, education and
  training.
- Proven leadership skills with the ability to successfully mentor, lead and motivate
  staff, including the ability to foster a cohesive team culture in a facilities context.
- Excellent people and communication skills (including written and verbal
  communication) and the ability to liaise with internal and external stakeholders at all
  levels.
- Demonstrated ability in the client-side management of infrastructure projects, new
  works and maintenance plans, preferably within a higher education environment.
- Analytical skills sufficient to assess problems, evaluate metrics and propose
  appropriate solutions.
- Self-motivated and able to work methodically and constructively to objectives with
  limited guidance.

Desirable

- Knowledge of UQ’s policies and procedures in space management, asset
  management, health, safety and wellness, risk assessment and procurement.
- Familiarity with legislation pertinent to the operation of PC2 and quarantine facilities
  and anatomy facilities.

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 recruitment team at
recruitment@uq.edu.au