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://uniqest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

Pinjarra Hills is a predominately rural property and operates as a working farm as well as supporting advanced research facilities across a number of Faculties and Institutes at UQ.

This unit is operated independently of any faculty or school with the site manager reporting to the Director of Research Infrastructure.

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 central duty of the Pinjarra Hills Site Manager is to support the DVC Research through the office of the Pro Vice Chancellor Research Infrastructure in the operation and oversight of the Pinjarra Hills site.

The Pinjarra Hills Site Manager will oversee the proper operation of the PVC RI Office and its functions at Pinjarra Hills in accordance with University policies and procedures, will provide support, advice and assistance to the Pro-Vice-Chancellor Research Infrastructure (PVC-RI) in these aspects.

Duties

Management of resources

- Oversee and manage the budget for Pinjarra Hills and report regularly to the Pro-Vice-Chancellor Research Infrastructure on expenditure;
- Authorise expenditure within the financial delegation and within the Office of the PVC Research Infrastructure for Pinjarra Hills.

Oversee management of Pinjarra Hills

- Oversee and assist with the pasture production, & grazing of the dairy, cattle, horses sheep and pig groups in conjunction with the Gatton Farm manager and the Pinjarra Hills land management advisory group, Property and Facilities and other parties utilising the facilities at Pinjarra Hills;
- Oversee the routine animal husbandry and stock movements to and from the site;
- Ensure the required ethical approvals for research are in place and liaise with the appropriate groups;
- Oversee development of research infrastructure investment
• Liaise with P&F in relation to site planning, capital works, site enhancement, maintenance and operations;
• Oversee the provision of client-focused services to students, staff and tenants of the site in order to enhance the research activities undertaken on the site;
• Undertake stakeholder management and negotiations to enhance the research opportunities available for the current users and potential new users of the site; Manage space allocations for the site in conjunction with P&F.
• Liaise with the relevant UQ internal groups including OH&S, Leases & Licensing and Properties & Facilities in relation to the management tasks;
• Undertake background investigation, evaluation and reporting in order to provide strategic advice to the PVC RI relating to research activities at Pinjarra Hills;
• Provide support to the PVC RI in managing the operations of committees, in particular, the Pinjarra Hills WH&S Committee;
• Liaise with all external groups and organisations that impact upon the site but with particular focus on research activities, the facilities in relation to their space and other requirements, licensing processes and use of site services.

University Liaison
• Maintain close liaison at a senior level with all Faculties, Divisions and Units as appropriate to ensure the effective delivery of research services to Pinjarra Hills.

Miscellaneous duties
• Undertake other duties as directed by the Pro-Vice-Chancellor (Research Infrastructure), including participation in any special projects;
• Adopt sustainable work practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University.

The Pinjarra Hills Site Manager will be based at the Pinjarra Hills site and will be required to travel to other locations/campuses from time to time in order to meet requirements of this position. A University vehicle will be available.

This position reports to the Director Research Infrastructure in the Office of the PVC Research Infrastructure. Pinjarra Hills operates as one of the Central Research Platforms supporting research and academic teaching programs.

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 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;
SELECTION CRITERIA

Essential

- Completion of a Postgraduate qualifications or significant progress towards postgraduate qualifications, with experience in project management; or Extensive experience in directing operations overseeing facilities/offering and simultaneously managing multiple projects, budgets and timelines; or an equivalent combination of experience, education and training;
- Excellent interpersonal skills (including written and verbal communication) and the ability to liaise with internal and external stakeholders at all levels;
- Experience and demonstrated ability to manage people, projects, and budgets; Demonstrated experience in dealing effectively with clients.
- Organised and methodical approach to tasks;
- Analytical skills sufficient to assess problems and propose appropriate solutions;
- Must be self-motivated and able to work constructively to objectives with limited guidance.

Desirable

- Knowledge of University structures as well as an understanding of the University's policies and procedures;
- Knowledge of the University's strategic plans;
- Knowledge of the Higher Education standards with respect to space allocation.
- Experience in working within a higher education environment.

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.