POSITION DESCRIPTION

Position Title: Deputy Station Manager
Organisation Unit: Heron Island Research Station, Faculty of Science
Position Number: 1281557
Type of Employment: Full Time, Fixed Term three (3) years (with possible three year extension)
Classification: Hew Level 6
Primary Location: Heron Island
Other Locations: Moreton Bay Research Station North Stradbroke Island, St Lucia Campus

Further Information: The role will be required to perform Deputy duties of the Station Manager at Heron Island Research Station, Moreton Bay Research Station or the St Lucia campus. Roles and responsibilities may vary slightly dependent on the location of the job. Consideration regarding travel and accommodation will be taken into account when requesting these placements.

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://uniqquest.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

Heron Island Research Station (HIRS) is part of the Faculty of Science. It is located on a small coral cay 80 km offshore from Gladstone. HIRS has been established for over 60 years. It has developed into Australia’s largest, best equipped and most productive university-owned marine research station and is an international facility for coral reef research and student training in marine sciences. The station can accommodate up to one hundred and forty researchers and people in education groups.

HIRS staff usually work a roster system of ten days on, four days off. The University recognises the need for work/life balance and also provides twenty six return catamaran trips to the mainland free of charge to each staff member as well as other generous flexible working arrangements contained in Schedule 7 of The University of Queensland Enterprise Agreement 2014 – 2017.

The University may provide basically furnished self-contained cabins free of charge to accommodate staff working on a regular and systematic basis at the research station. Staff are permitted to invite guests to stay on station, within their cabin, for short periods under specific terms and conditions.

Staff are expected to fulfil the duties of their primary position and also to contribute to other areas of the Station’s activities when necessary to ensure timely and effective support of the Station’s clients.

Information about Heron Island Research Station can be found at www.uq.edu.au/heron-island-research-station/

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

Primary Purpose of Position

The Deputy Station Manager is responsible for maintaining operations and leadership continuity in the absence of the Station Manager, with a focus on client services and scientific support. This role will also be responsible for specific projects aimed at enhancing research and teaching capabilities and services.

This role will require you to be rostered ‘on call’ for a reasonable number of hours per week.

Duties

Duties and responsibilities include, but are not limited to:

Management

- Provide leadership and staff management across all aspect of facility operations and services in the absence of the Station Manager.
- Contribute to and promote a high standard of staff performance, skill development and productivity.
- Undertake and coordinate assigned projects under the broad direction of the Station Manager.
- Liaise with the Station Manager on technical and scientific matters.

Operational

- Act as contact person for all station clients with regards to scientific and education operations.
- Responsible for the care, use, maintenance and acquisition of all scientific equipment in all laboratory, aquaria and teaching areas as approved by the Station Manager.
- Responsible for the ethical care and treatment of all the animals associated with HIRS and/or in the absence of the responsible researcher.
- Liaise with clients to determine station needs for stock and equipment.
- Monitor and maintain experiments in the absence of the responsible researcher, subject to approval of the Station Manager and where other duties permit.
- Perform scientific/occupational dives when required subject to approval of the Station Manager and where other duties permit.
- Responsible for the maintenance, monitoring and data acquisition of the local sensor networks.
- When necessary, contribute to all areas of the Station’s operations as required by the Station Manager to ensure timely and effective support to the Station’s clients.
  - Conducting tours of the station and induction talks to user groups.
  - Efficient running of HIRS’s library.
  - Educational duties.
  - Outreach activities (open days).
Boating and diving duties.
Reception duties.
Housekeeping duties.

Compliance
- Assist the Station Manager in ensuring operations are compliant with relevant permits and licenses in accordance with Local, State and Federal legislation.
- Ensure staff compliance with University policies and procedures.
- Implement Research Station Environmental Management Plan.

Customer Services and Quality Assurance
- Liaise with the convenors and coordinators as necessary to ensure that client objectives are being met.
- Ensure a high level of client focus with due care and attention to client priority issues and appropriate levels of client communications.

Occupational Health and Safety
- Work with Station Manager with regard to development and review of relevant risk assessments, standard operating procedures and assisting in accident investigations for OH&S incidents at HIRS.
- Act as First Aid Officer.
- Act as Research Station contact on call, after hours.

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 Station Manager.
SELECTION CRITERIA

**Essential**

- Completion of a science degree with subsequent relevant work experience; or an equivalent combination of qualifications and relevant experience.
- Excellent interpersonal skills (including written and verbal communication) and the ability to liaise with internal and external stakeholders.
- Demonstrable experience in performing and leading professional client service delivery.
- Well-developed analytical skills sufficient to identify and assess problems and propose effective solutions.
- Must be able to disseminate information clearly, accurately and consistently to a varied audience with demonstrated experience in public speaking.
- Knowledge and experience with laboratory procedures, a broad range of scientific equipment, aquarium systems and marine organisms.
- Knowledge of Animal Ethics, Environmental Management Systems and OH&S policies and procedures applying to research and teaching laboratories.
- Ability to carry out field work and data acquisition.
- High level administrative and organisational skills and able to prioritise tasks and work independently without supervision.

**Desirable**

- Experience in the management of scientific services with at least two years of experience in a teaching or research laboratory.
- Senior First Aid Certificate, advanced resuscitation/oxygen/AED administration or willingness to obtain.
- Experience working as part of a small team in remote locations and/or an isolated community.
- Qualifications as an ADAS Scientific Diver Part 1 or equivalent, with VHF radio operator’s license, Queensland Recreational Ship Master’s License or equivalent (or the ability to attain).
- Must hold or be able to quickly gain a Blue Card (Queensland Children’s Commission clearance to work with children).
- Experience of University systems or ability to rapidly gain knowledge.

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.