# POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>IDMP Project Manager</th>
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<tbody>
<tr>
<td>Organisation Unit</td>
<td>Office of the Deputy Vice-Chancellor (Research)</td>
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<tr>
<td>Position Number</td>
<td>3043641</td>
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<tr>
<td>Type of Employment</td>
<td>Full-time, 12 months fixed term</td>
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<tr>
<td>Classification</td>
<td>Hew Level 8</td>
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## 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 (=41), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ topped the nation in the prestigious Nature Index table for Life Sciences; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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.

V5. October 2016
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.

The Office of the Deputy Vice-Chancellor (Research)

The Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for enhancing the University's performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. This includes the strategic management of research at an institutional level; development of research policy; management of research strategic initiatives, and development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University's Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management; research higher degree management; and research ethics and integrity.

Further information is available at: http://www.uq.edu.au/research

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 Project Manager will lead the administrative and operational aspects of a 12 month project to consolidate the UQ’s Research Data Manager (UQRDM) system and implement additional features such Digital Research Notebooks, with the project outcome at the end of the period being a consolidated Research Data Management Service at UQ.

The Project Manager will manage system integrations and will coordinate an advocacy program to promote the UQRDM new features uptake within UQ. The Project Manager will also assist the Research Management Business Transformation Program Manager to develop policy and procedure recommendations pertaining to research data management.
Duties

Duties and responsibilities include, but are not limited to:

- Manage the project, including review of current status of UQRDM system integration, fully manage the iDMP-V project and prepare all documentation such as project updates, timelines, and milestones.
- Prepare implementation plans and coordinate the functional aspects of UQRDM integration of new features as required, to ensure business requirements are met.
- Develop relevant policy and procedure material to continue embedding the system into UQ business processes (updates to existing policies and procedures), ensuring alignment with the University’s strategic plan and operational objectives.
- Coordinate an outreach and advocacy program in consultation with the Scholarly Communication & Repository Services within the UQ Library and other UQ units, to increase UQRDM new features adoption within UQ.
- Liaise with all stakeholders, internal and external to UQ, including Library, ODVCR, DVC(RI), UQR&I, Graduate School, Faculties and Institutes, Information Technology Services, Australian Access Federation, ARDC, to ensure Research Data Management Services at UQ align with best-practice.
- Monitor and report on project progress as required, including escalating risks and issues with project (including timeline changes).
- Draft proposals, discussion papers, briefing notes and business cases as required.
- Prepare and assist with the Project Control Group meeting.
- Other duties as required.

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

Organisational Relationships

The position reports to the Pro-Vice-Chancellor (Research Infrastructure). The position will involve close collaboration with the UQ Library and ITS.
SELECTION CRITERIA

Essential

- A degree with at least 4 years subsequent experience in project management in a research intensive organisation OR Extensive experience and proven project management experience in a research-intensive organization OR An equivalent combination of relevant experience and/or education/training
- Demonstrated ability to prioritise workloads and to lead a team across organisational units to deliver on challenging objectives in a timely manner.
- Excellent communication skills including experience in writing clear and concise reports, and demonstrated excellence in presentation skills, including a proven ability in conveying complex ideas to a wide audience
- Excellent interpersonal skills, with a proven ability to liaise with diverse stakeholders
- A thorough knowledge of the University’s structure, policies and procedures, in particular as they relate to researcher workflows and the research lifecycle
- Demonstrated ability to work both independently and as a productive team member, within an environment where there are time constraints and the pressure of project deliverables
- Previous experience working with researchers and research managers to achieve project outcomes
- Experience working in teams across organisational units

Desirable

- Ability to develop and document business requirement specifications including documenting process flows
- An ability to read and understand technical and complex documentation, and a high level of digital literacy
- Knowledge of the changing role of scholarly communication and the global trends in research data management systems

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.