

POSITION DESCRIPTION

Position Title:	Research Support Coordinator
Organisation Unit:	Centre for Policy Futures
Position Number:	
Type of Employment:	Fixed term, part time until 10 August 2021
Classification:	HEW Level 6

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

The Faculty of Humanities and Social Sciences (HASS) is a large, multi-disciplinary Faculty with a broad academic profile, substantial research achievements and a commitment to public engagement. The Faculty is based at the St Lucia campus in the iconic Forgan Smith building, at the heart of the University - The Great Court.

HASS has entered an era of regenerative leadership. Executive Dean Professor Heather Zwicker joined UQ in spring 2018, and brings a fresh vision of interdisciplinary collaboration, public accountability and commitment to the student experience. Many Heads of School are also new to their roles and eager to ensure that HASS continues to be a powerhouse for disciplinary and interdisciplinary research across our Schools, Institutes and Centres, as well as boasting exciting, responsive teaching in a broad range of programs.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a Centre for Policy Futures, and several school-based research centres. It also plays host to the Institute for Modern Languages.

HASS has a strong identity and long tradition of innovation and leadership, offering a broad range of programs - including one of UQ's largest, the Bachelor of Arts.

The complementary nature of our disciplines attracts a diverse cohort of international and domestic students, with 640 research higher degree students, approximately 1,600 students in postgraduate coursework degrees and close to 7,000 undergraduates.

The Faculty of Humanities and Social Sciences produces nationally and internationally regarded research across its many and varied disciplines. In addition to strong performance with external funding, UQ researchers in humanities and social sciences have won prizes, gained reputations for research excellence, performed exceptionally in the Excellence for Research in Australia (ERA) exercise, in global university rankings and is ranked 89th in the Times Higher Education subject rankings for Arts and Humanities, among many other measures.

Our strong performance reflects the quality of world-changing work our researchers are undertaking, with their breakthrough discoveries having a positive impact on society and changing the lives of others around the globe. Visit our [Research Impact website](#) for some of these stories.

HASS proudly claims a large number of Fellows in national disciplinary bodies, including the prestigious Australian Academy of the Humanities, and the Academy of the Social Sciences in Australia.

More information about the Faculty can be accessed at <http://www.hass.uq.edu.au/>

The **Centre for Policy Innovation** is a newly formed Centre within the Faculty of Humanities and Social Sciences and the primary aim is to increase UQ's impact and engagement at the policy end of HASS fields of knowledge, and to position HASS and UQ as an influential player in national and global policy debates.

Specifically, the Centre will pursue five key objectives:

- Undertake research in, and raise awareness of global trends in politics, media & communications, economics, science and society that influence public policy priorities nationally, in the Asia Pacific region, and internationally using a range of traditional and non-traditional academic outputs and activities.
- Work closely with public administration(s) in Australia and internationally to develop innovative policies on key issues in which the Centre can either 'value add' to existing strengths within HASS and the Institute for Social Science Research (ISSR), or develop capability where little or none currently exists.
- Build UQ's expertise and research capacity in policy studies and analysis through traditional academic outputs, RHD students/training, as well as some contribution to relevant undergraduate programs to encourage a pipeline of policy studies students
- Provide executive training to public policy-makers in Queensland, Australia and the Asia-Pacific region, not on the minutiae of the policy-making process but on the big issues, ideas and changes driving society and which influence public policy priorities and practice.
- Work closely with colleagues in creative arts at UQ to develop new ways to communicate the public presentation of important policy developments and issues to help shape conversations, ideas and policy.

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 position is responsible for research support including promoting the Centre's research efforts through various internal and external channels and assisting with research outputs.

Duties

Duties and responsibilities include, but are not limited to:

- In consultation with the CPF Executive, oversee the compilation of the Centre's research outputs and identify channels for their dissemination.
- Initiate and maintain regular communication with internal UQ research management stakeholders to promote project results.
- Assist with the development and writing of tender responses.
- As directed, contribute to the production of research articles, reports, and event presentations
- Contribute to the Centre's outreach activities in relation to specific outputs including discussion briefs, reports, articles and books

- Assist with the development and management of logistics of the Centre's engagement activities including webinars, policy roundtables, seminars, workshops and conferences and events
- Contribute to the development of strategic communication activities with a specific focus on research learning and knowledge exchange

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 Director, Centre for Policy Futures

SELECTION CRITERIA

- A degree with relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated knowledge of the principles of research project management.
- A high level of oral and written communication skills.
- Experience in preparing tender documents and research proposals, including knowledge of best practices in written business communications
- Experience in preparing electronic communications and print materials, with the ability to create original content with high impact for lay audiences
- Demonstrated ability to work effectively under pressure and to meet deadlines
- Demonstrated understanding of intellectual property management and knowledge transfer.
- Ability to work effectively within a team and proactively liaise across related functional areas of the University.

Desirable

- Knowledge of the higher education research-funding 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](#) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.