

## POSITION DESCRIPTION

<b>Position Title:</b>	Education and Training Coordinator
<b>Organisation Unit:</b>	Office of Research Ethics & Integrity
<b>Position Number:</b>	3037899
<b>Type of Employment:</b>	Full-time, Fixed Term
<b>Classification:</b>	HEW Level 7

## 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 45<sup>th</sup> 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 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 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.

The Pro-Vice-Chancellor (Research) supports the Deputy Vice-Chancellor (Research) in the achievement of the University's strategic research objectives. The PVCR has specific responsibility for Research Ethics and Integrity, and supporting the University's research performance, including the submission of high quality applications to major national grant schemes.

### **Research Ethics and Integrity**

The Research Ethics and Integrity (REI) office employs over 20 staff, who work as a team to provide specialist strategic and administrative support to manage the University's regulatory and compliance requirements, and the administrative systems for research ethics and integrity processes across the University. In addition, REI oversees the development and implementation of resources and training programs for University researchers in research ethics and research integrity.

### **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**

Under broad direction of the Senior Manager, Research Integrity, the position is responsible for developing, coordinating and implementing education and training to support the responsible conduct of research at the University in accordance with the Australian Code for the Responsible Conduct of Research and other codes and guidelines. This includes education and training in animal and human research ethics, compliance and regulatory obligations including sanctions and export controls, and in research practices such as authorship, data management and dissemination of research outcomes. The Education and Training Coordinator works closely with staff in Research Ethics and Integrity, and the broader UQ research community, to deliver education and training that is appropriate, relevant and contemporary.

## **Duties**

Duties and responsibilities include, but are not limited to:

- Develop an annual program of online and face to face training activities for UQ staff and Higher Degree by Research students addressing animal and human research ethics, sanctions and export controls, and research integrity.
- Coordinate and provide administrative support for the annual training program and for additional sessions and educational events, including identifying and securing subject-matter experts.
- Build and maintain strong working relationships with relevant stakeholders within UQ's Schools, Faculties and Institutes to develop and deliver education and training that addresses discipline-specific needs.
- Develop resources to assist researchers in understanding and meeting their research ethics, compliance and integrity obligations. This includes training materials, digital resources, videos and tip-sheets.
- Develop and deliver induction training and ongoing professional development for UQ's animal and human research ethics committee members.
- Monitor and assess the effectiveness of education and training initiatives.
- Maintain and update the Research Ethics and Integrity webpages.

## 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 Senior Manager, Research Integrity.

## SELECTION CRITERIA

### Essential

- A degree in a relevant field and at least four years subsequent relevant experience; or extensive administrative and management experience; or an equivalent combination of relevant experience and/or education/training.
- Excellent written and oral communication skills with a demonstrated ability to target, develop and present complex information to an audience for training and professional development purposes.
- Excellent interpersonal skills with the ability to work collaboratively with colleagues and other internal and external stakeholders.
- Demonstrated ability to set goals, prioritise tasks and work independently to meet agreed objectives.
- Advanced skills with computer applications for authoring, publishing and presenting educational material, such as the Microsoft Office suite, web content management (e.g., Drupal), e-learning creation (e.g., Articulate 360) and learning management systems.

### Desirable

- Experience in developing, coordinating and implementing training programs in a large complex organisation.
- Knowledge of the governance and regulatory frameworks for research, such as those relating to human research, animal research and the responsible conduct of research.
- Experience working within research and research administration in a large complex organisation.

*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.*

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

*Accessibility requirements and/or adjustments can be directed to [recruitment@uq.edu.au](mailto:recruitment@uq.edu.au).*