POSITION DESCRIPTION

Position Title: Senior Project Coordinator
Organisation Unit: School of Health and Rehabilitation Sciences
Position Number: 
Type of Employment: Part Time 0.4 FTE, Fixed Term
Classification: 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 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 $11 billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences (HABS) is a world-class Faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty presently consists of six schools and six research centres, viz.:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- POCHÉ Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at habs.uq.edu.au.

School of Health and Rehabilitation Sciences

The School of Health and Rehabilitation Sciences includes the professional disciplines of Audiology, Occupational Therapy, Physiotherapy, and Speech Pathology. Undergraduate programs are available in Occupational Therapy, Physiotherapy and Speech Pathology with graduate entry programs available in all disciplines. Students gain supervised professional experience as part of their academic program and graduates are ready for immediate entry to their profession on completion of their degree. Each of the undergraduate degree programs is of four years’ duration and includes both preclinical and clinical study offered in an integrated way. All of our programs place considerable emphasis on problem solving and diagnostic decision-making and students are guided in the processes of systematic and holistic assessment and the selection and effective implementation of management approaches. Each discipline prepares students to operate within the health, education and related systems and to contribute meaningfully to teams. There is an emphasis on interprofessional education and research in the School.

All disciplines within the School of Health and Rehabilitation Sciences are active in research and are making significant contributions to the advancement of knowledge in their professions. The School offers Higher Degree Research programs in all disciplines. Further
DUTY STATEMENT

Primary Purpose of Position

The objective of this position is to help coordinate a research project funded by the NHMRC that will investigate the implementation of an occupational therapy intervention (The Tailored Activity Program (TAP) for people with dementia and their family living at home. The position requires exceptional interpersonal skills to build and sustain relevant industry partnerships essential to participant recruitment, and to identify and engage general practitioners with respect to referrals to this program. One of the key roles will be to coordinate and deliver all aspects of training for the TAP program. This position will require the applicant to learn the Tailored Activity Program, trial it with a small group of participants, and provide training and coaching in the use of this program to 70 occupational therapists. The applicant will also manage marketing of this program and assist with recruitment and interviewing participants. The position requires excellent clinical skills, strong communication and writing skills, and a thorough knowledge of the aged care sector with a particular focus on the needs of people with dementia in the community.

Duties

Research

- In collaboration with Chief Investigators on this project, serve as the primary point of contact for industry partners and clinicians involved in this project
- Liaise, negotiate and develop relationships with industry partners for the purpose of recruiting occupational therapists and their managers into the implementation project
- Liaise with and facilitate recruitment of referring health professionals including general practitioners
- Develop communication strategies for the project
- Interview research participants, including consumers, occupational therapists, managers, and referring health professionals
- Help develop and support the project’s implementation strategy
- Provide recommendations about potential referral mechanisms for general practitioners
- Participate in regular meetings with investigators/other research staff
- Some travel to regional areas of Queensland to carry out interviews with participants
- Any other duties as reasonably directed by your supervisor

Training

- Train in the use of the Tailored Activity Program (also called New Ways for Better Days) and demonstrate proficiency in its application with a pilot group of consumers (See https://duo.online.drexel.edu/new-ways-for-better-days/)
- Train as a Master Trainer for the Tailored Activity Program
- Develop training materials with research investigators
- Train 70 occupational therapists to use the Tailored Activity Program
- Coach therapists during use of the Tailored Activity Program
- Facilitate and encourage therapists to use the Tailored Activity Program

**Administration**
- Project coordination
- Co-ordinate and plan travel for investigators, and participants as needed
- Assist with progress reporting

**Communication and Relationship Building**
- Present at local meetings to facilitate recruitment
- Develop communication strategies for the project aimed at stakeholder engagement
- Foster relationships and collaboration between industry partners and other external stakeholders to assist in the facilitation of research outcomes

**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 Chief Investigator, NHMRC Dementia grant.
SELECTION CRITERIA

**Essential**
- A degree in occupational therapy with subsequent extensive clinical experience
- Demonstrated clinical or project management skills
- Recent experience working with people with dementia and their families
- Excellent knowledge of the aged care sector - particularly in the community
- Existing aged care industry and professional contacts in Queensland
- Experience providing training to other health professionals
- A high level of presentation skills including the ability to deliver training to subject experts
- Ability to work collaboratively with colleagues in a team environment
- Exceptional interpersonal skills and ability to work with colleagues at all levels
- Excellent written and oral communication skills
- A willingness to contribute to the work of others by offering practical/intellectual help
- Ability to prioritise own workload, work responsibly, independently and meet deadlines

**Desirable**
- A strong interest in dementia research
- Computer literacy (Word, Excel, PowerPoint)

**Special Considerations**

The project will be run across Queensland and will therefore include some travel.

*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.*