Appointment of
Deputy Director Operations
Queensland Brain Institute
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Queensland Brain Institute

The Queensland Brain Institute (QBI) works to understand the development, organisation and function of the brain. We aim to understand the neural circuits in the brain, how information is processed in these circuits, how their function results in behavioural outcomes, and how dysfunction of these circuits leads to disorders such as dementia, Parkinson’s disease and schizophrenia.

We aim to:

1. understand how neural circuits process and evaluate information from the sensory world,
2. use our understanding of brain function to improve learning in classrooms and in the workplace, and
3. develop novel therapeutic approaches to treat disorders of neural function.

Established in 2003, QBI is housed on the St Lucia campus of The University of Queensland (UQ). It is home to more than 450 staff and students, including 41 group leaders.

Over the past decade QBI has become known as one of the world’s leading neuroscience research institutes. It played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in all four of the Excellence in Research for Australia (ERA) reviews (2010, 2012, 2015 and 2018), one of only two universities in Australia to achieve this.

Details of the Institute may be accessed from the website: qbi.uq.edu.au
Role of the Deputy Director Operations

The Deputy Director, Operations (DDO) is responsible for the strategic management and high-level oversight of the technical and administrative infrastructure and personnel of the QBI, governance structures, and engaging mostly with internal stakeholders to strengthen the Institute’s standing.

The position currently leads and manages the functions of information technology, research grants administration, research partnerships, infrastructure, occupational health, safety and wellness, marketing and communications, and the executive support. The position also partners with the centralised functions for finance, human resources, higher degree by research.

Duties

Duties and responsibilities include, but are not limited to:

Strategic management and planning

- Provide strategic advice on operational management issues to support the Director and other Deputy Directors;
- Provide input into the planning and implementation of the Institute’s strategic plan, including allocation of financial resources;
- Utilise professional networks to gather information, make representation and influence practices and policies at the University level to better accommodate the interests of the Institute;
- Negotiate and maintain key strategic partnerships with internal stakeholders;
- Undertake strategic projects for the Director which may involve complex matters and short time frames;
- Act on behalf of the Director as required for both internal and external activities.

Operational management

- Lead and manage the integrated delivery of operational services for the Institute, including direct line management of managers in finance, human resources, infrastructure, research higher degree administration, information technology, occupational health and safety, and scientific services;
- Manage and be responsible for formulation and oversight of the Institute’s annual operating budget, including three year forward projections of Institute income and expenditure;
- Meet reporting requirements to State Government and University Management, including milestone reporting, operational plan, risk register and internal audit;
- Lead the development and implementation of efficient administrative and management structures, policies and procedures to enhance and support the research vision of the Institute;
• Manage change within the Institute to ensure the effective implementation of University and/or Institute initiatives;
• Ensure that QBI’s operations comply with University and Government (State and Commonwealth) policies, procedures and regulations;
• Develop and maintain strong personal contacts and links with key internal clients of the QBI;
• Any other duties as reasonably directed by the Director.

Other
Ensure you are aware of, and comply with, legislation and University policy relevant to the duties undertaken, including:
• The University’s Code of Conduct:
  ppl.app.uq.edu.au/content/1.50.01-code-conduct
• Requirements of the Queensland Work Health and Safety legislation and related responsibilities and procedures developed by the University:
  uq.edu.au/ohs/index.html?page=133956
• The adoption of sustainable practices in all work activities, and compliance with associated legislation and related University sustainability responsibilities and procedures:
  sustainability.uq.edu.au/policies-and-procedures/responsibilities
• 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:
  ppl.app.uq.edu.au/content/3.30.13-esos-compliance-commitment

Organisational relationships
The position reports to the Director, QBI.
The position holds Band 5 Financial Delegation and Level 4 Human Resources Authorisation.
Selection criteria

Essential

• Postgraduate qualifications in management or relevant degree; or an equivalent combination of relevant experience and/or education and training.
• Extensive knowledge in Australian granting agencies and research funding opportunities, international funding schemes, and the structures and operation of State and Federal governments that impact on tertiary education and research funding.
• Extensive experience preferably in a tertiary education institution or relevant large organisation, including at least five years in a position with a significant focus on management.
• Extensive experience in high level organisational management, including financial and human resources management.
• Demonstrated ability to contribute to strategic planning, policy formulation and implementation of strategies.
• Experience in dealing with a wide cross section of people, from students to senior university and government personnel, to high level political and diplomatic figures.
• Team focused with an ability to work effectively in a multi-faceted position.
• High level ability to prioritise time and activities.
### Conditions of employment

**Employment type**
Fixed-term, full-time for three years in the first instance.

**Salary and benefits**
An attractive remuneration package will be negotiated with the successful candidate, including superannuation contributions of 17%.

**Classification**
HEW Level 10A.

### How to apply

To submit an application for this role, please visit UQ Jobs [jobs.uq.edu.au](http://jobs.uq.edu.au) and search Job number 509042 use the APPLY NOW button.

Applications close 11pm, 12th of January 2020.
The University of Queensland

For more than a century, The University of Queensland (UQ) has maintained a global reputation for creating positive change by delivering knowledge leadership for a better world.

UQ ranks among the world's top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), U.S. News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and Times Higher Education World University Rankings (66).

At UQ, we’re changing the way higher education is imagined and experienced. Our students enjoy innovative and flexible learning options, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment.

More than 53,600 students, including the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students, study across UQ’s three beautiful campuses in South East Queensland at St Lucia, Herston and Gatton. They include more than 18,600 postgraduate and approximately 18,000 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more national teaching awards than any other Australian university, UQ is committed to providing students with the best opportunities and practical experiences during their time with us, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

UQ’s 275,000 graduates are an engaged network of global alumni spanning more than 170 countries, and include approximately 14,800 PhDs.

UQ’s six faculties, eight globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 1500 scientists, social scientists and engineers who champion research excellence and continue UQ’s tradition of research leadership. This is reflected in UQ being Australia’s number one recipient of Australian Research Council fellowships and awards (364 awards worth $257 million across all scheme years).

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than $22 billion.

In 2019, UQ was ranked first in Australia by the prestigious Nature Index tables, and 79th overall in the world.

UQ is one of only three Australian members of the global Universitas 21; a founding member of the Group of Eight (Go8) universities; a member of Universities Australia; and one of only three Australian charter members of the prestigious edX consortium, the world’s leading not-for-profit consortium of massive open online courses (MOOCs).

UQ employs more than 6600 academic and professional staff (full-time equivalent) and has a $1.9 billion annual operating budget.
Governance

The University is governed by a 22-member Senate representing University and community interests. Senate is led by a Chancellor and Deputy Chancellor. The Senate has delegated to the Vice-Chancellor many of its powers under the *University of Queensland Act 1998* to appoint staff, manage and control University affairs and property, and manage and control finances.

uq.edu.au/about/governance

Strategic directions

The University of Queensland sets its agenda within a truly global context. It is a university that is connected with the global community, addressing the issues that are impacting on the modern world. UQ’s aim is to attract the best minds of today, and to develop and support the leaders of tomorrow. The University has an ongoing commitment to strengthening its impact and reputation by building greater research capacity and through the delivery of high quality teaching and learning programs.

The 2018–2021 period will be a challenging and exciting time as the University adapts to a rapidly changing environment. Our plan encapsulates a commitment to remaining comprehensive while emphasising the importance of collaboration, diversity and partnered innovation as a critical means of solving complex global challenges.

We will transform our students into game-changing graduates ensuring that they are not only prepared to succeed in their chosen pathway, but will also provide the leadership necessary to create change.
Strategic plan 2018–2021

The University of Queensland positively influences society by engaging in the pursuit of excellence through 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.

Transforming students into game-changing graduates through excellent teaching, support, and exposure to world-leading research is a focus of UQ’s Strategic Plan 2018–2021. The world is changing at a breakneck pace, and it is vital that we prepare our students to not only adapt to this change, but also to make a positive impact on society and collectively build a beneficial global legacy. Evidence-based knowledge, the ability to work collaboratively to solve complex problems, and a passion for innovation will be essential attributes for our students, regardless of the exact future shape of society. UQ’s Strategic Plan 2018–2021 focuses on graduate employability, collaboration and diversity and inclusivity.

UQ’s Strategic Plan 2018–2021 is available to download from the following website:
about.uq.edu.au/strategic-plan

Our values

Pursuit of excellence
We strive for excellence, seeking to apply the highest standards to benefit our communities.

Creativity and independent thinking
We welcome new ideas from our staff and students as well as from our alumni and our external partners. We support intellectual freedom, courage and creativity. We encourage the pursuit of innovation and opportunities.

Honesty and accountability
We act with integrity and professionalism and uphold the highest ethical standards. We are committed to transparency and accountability. Our decisions ensure responsible stewardship of the University’s resources, reputation and values. We lead by example in all areas including our approaches to sustainability.

Mutual respect and diversity
We promote diversity in the University community – through our people, ideas and cultures. We create a vibrant, inclusive environment in which ideas flourish and future generations, regardless of background, are empowered. We respect our colleagues and work together for shared success.

Supporting our people
UQ ensures the safety and wellbeing of our people. We create an inclusive and supportive university community in which achievements are celebrated and rewarded. Our people have the opportunity to enrich their lives and pursue their goals.
The UQ Leadership Framework identifies seven key capabilities that define leadership in the UQ context. The framework aligns with UQ’s strategic direction, and mission, vision and values.

**Achilles results and drives accountability**
Leaders ensure engagement and performance, and motivate and empower others to achieve results.

**Communicates and collaborates with influence**
Leaders engage others in open and honest dialogue about important issues and actively seek common interests and goals.

**Exemplifies personal credibility and integrity**
Leaders strive for personal achievement and are visibly proactive and ethical in their dealings with others.

**Fosters learning, inquiry and innovation**
Leaders nurture an environment that allows for multiple perspectives and challenges assumptions, and model openness to new ideas.

**Purposefully leads change**
Leaders initiate and lead change and improvement agendas, modelling behaviour that embraces innovation and change.

**Thinks and works strategically**
Leaders create and communicate a clear direction for the future, aligned with UQ’s vision.

**Values people and builds culture**
Leaders create a positive, constructive workplace where people feel connected and valued.
Brisbane is the sunny, sophisticated capital city of Queensland and gateway to its many famous attractions. It is Australia’s third largest city and fastest-growing capital with a population of more than 2.2 million, offering a safe, friendly, multicultural environment. The inner city is characterised by the Brisbane River, parklands, convention facilities, museums, art galleries, a casino, malls, shopping districts and a host of cosmopolitan restaurants and cafés.

Brisbane offers a range of lifestyle benefits including climate, culture, family fun and sport. Residents and visitors can combine art and outdoor adventure in Brisbane, where South Bank’s cultural institutions and restaurants meet riverside gardens and a lagoon. Take a paddle steamer or ferry down the Brisbane River, abseil Kangaroo Point cliffs and bike ride through the City Botanic Gardens. Go for a day trip to Moreton Island, Noosa, the Sunshine Coast or the Gold Coast with just a short drive to each beautiful destination. National Parks, rainforests and attractions such as Australia Zoo, Dreamworld and other theme parks are also a short drive away.

The perfect place to raise a family, Brisbane is one of the safest cities in Australia and boasts a wide range of cultural attractions, numerous theatres, art galleries and a world class museum; the city is dubbed a food and drink lover’s paradise. Brisbane is one of Australia’s most liveable and affordable capital cities. Brisbane enjoys a subtropical climate providing sunny days almost all year round, with enough rainfall to keep the city and suburbs cool and green.

Just an hour south of Brisbane’s CBD is the Gold Coast, where the high rises are built around superb beaches like Surfers Paradise with lively nightlife, international theme parks and designer boutiques. A few hours drive north from Brisbane is the Great Barrier Reef, one of the ‘natural wonders of the world’. As the largest World Heritage Area, it stretches more than 2000 kilometres alongside the coast, and is home to around 1500 species of fish and 350 types of coral. Stradbroke, Moreton and Fraser Islands are also world-famous attractions that are close to Brisbane, and offer some of the largest dunes in the world.

**A leader in education**

Brisbane has a wide range of high-quality schools at primary and secondary level, religious or non-denominational, single-sex or co-educational, with many offering excellence programs or other specialty features such as the International Baccalaureate. Brisbane also offers some of the greatest learning institutes in Australia, with three major internationally recognised universities on offer. Each of the universities in Brisbane offer a high-quality learning environment with access to some of Australia’s finest institutions covering all areas of study from law and medicine through to business, marketing, tourism, IT and biotechnology. The University of Queensland (UQ) is one of Australia’s leading research and teaching institutes, ranking among the world’s top universities.

**Lifestyle**

In the heart of Brisbane city, Queen Street Mall is a vibrant shopping and lifestyle precinct and is Australia’s most popular pedestrian mall. Brisbane is also the home for many of Queensland and Australia’s major sporting events in rugby league, rugby union, AFL and cricket.

Brisbane residents have excellent access to healthcare in both public and private sectors, covering hospitals, general practitioners, dentists and other allied healthcare professionals. There are numerous public and private hospitals including the Princess Alexandra Hospital, the Mater Hospital network, The Queensland Children’s Hospital and the Royal Brisbane and Women’s Hospital. Urgent and emergency medical care is readily available to everyone.
Further information

General information on the University is available through the University’s website:

uq.edu.au

Other documents which you may wish to refer to include:

• Annual Report:
  uq.edu.au/about/annual-reports

• Governance:
  uq.edu.au/about/governance

• Key statistics:
  pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx

• Organisation chart:
  uq.edu.au/about/docs/org-chart.pdf

• Research at UQ:
  research.uq.edu.au

• Strategic Plan 2018–2021:

• UQ Global Strategy:
  global-strategy.uq.edu.au