POSITION DESCRIPTION

**Job Title:** Station Manager

**Organisational Unit:** Heron Island Research Station, Faculty of Science

**Position Number:** 1232937

**Type of Employment:** This is a five year fixed-term appointment with the possibility of renewal

**Classification:** HEW Level 8

**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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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+ (see http://uniquest.com.au/our-track-record).

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

Organisational Environment

Heron Island Research Station (HIRS) is part of the Faculty of Science. It is located on a small coral cay 80 km offshore from Gladstone. HIRS has been established for over 60 years. It has developed into Australia’s largest, best equipped and most productive university-owned marine research station and is an international facility for coral reef research and student training in marine sciences. The station can accommodate up to one hundred and forty researchers and people in education groups.

HIRS staff usually work a roster system of ten days on, four days off. The University recognises the need for work/life balance and also provides twenty six return catamaran trips to the mainland free of charge to each staff member as well as other generous flexible working arrangements contained in The University of Queensland Enterprise Agreement 2010 – 2013.

The University will provide basically furnished self-contained cabins free of charge to accommodate staff working on a regular and systematic basis at the research station. Staff are permitted to invite guests to stay on station, within their cabin, for short periods under specific terms and conditions.

Staff are expected to fulfil the duties of their primary position and also to contribute to other areas of the Station’s activities when necessary to ensure timely and effective support of the Station’s clients.

Information about Heron Island Research Station can be found at www.uq.edu.au/heron-island-research-station/

Information about the Faculty may be accessed on the Faculty’s web site at http://www.uq.edu.au/science

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

This position is responsible for providing leadership and managing all operations of the Heron Island Research Station under the broad coordination of the Senior Manager: Research Facilities and Infrastructure Planning, Faculty of Science

Duties

Duties and responsibilities include, but are not limited to:
**Leadership & Management**
Provide leadership and management:

- Team of professional and technical staff who are responsible for Administration; Maintenance and Facilities; Housekeeping; Scientific and Research Functions; and Boating & Diving Functions.
- Manage service level agreements with external contractors

**Financial and Asset Management**
Effective and efficient management of the financial resources and assets of the Research Station, including:

- Develop operational budget in collaboration with the Senior Manager: Research Facilities and Infrastructure Planning, Faculty of Science
- Maintain financially viable budget position in accordance with endorsed costing models and approved budgets.

**Human Resource Management**
Lead, contribute to and promote a high standard of staff performance, skills development and productivity across staff members including:

- Supervision and performance management of direct reports.
- Implement training and development schedules to ensure staff have access to and undertake the training required to perform in their roles.

**Infrastructure**
Effective and efficient management of the infrastructure of the Research station, including:

- Develop and manage the Station’s physical resources and maintain a sustainable capital/equipment replacement schedule for the Station.
- Work collaboratively and proactively with Property & Facilities on maintenance and building activities at the Station.
- Implement the Environmental Management System for the facility in conjunction with Properties and Facilities and other areas of the university.

**Compliance**
Effective and efficient management of the permits and licenses for the Research Station and its operations, including:

- Ensure all operational permits are held and up to date.
- Ensure Research Station operations comply with relevant permits and licenses in accordance with Local, State and Federal legislation.
- Implement the Research Station Environmental Management Plan.
- Liaise and relevant government authorities.
- Ensure all staff comply with the Universities policies and procedures.

**Customer Services and Quality Assurance**
- Liaise with the clients (academics, researchers and education coordinators) to ensure that customer objectives are being met.
- Ensure a high level of client focus (internally and externally) with due care and attention to client priority issues and appropriate levels of client communications.
- Define and implement the procedures and policies to ensure that a high quality service is delivered to clients.
Other

- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities).
- This position will be required to undertake some travel and work as part of an on-call roster.

Occupational Health and Safety

- Comply with requirements of Queensland and Commonwealth occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University of Queensland.

Organisational Relationships

The position reports to the Senior Manager: Research Facilities and Infrastructure Planning.
SELECTION CRITERIA

**Essential**

- Completion of a Bachelor Degree and Postgraduate qualifications or significant progress towards postgraduate qualifications, with significant experience in general/facilities management, or an equivalent combination of experience, education and training.
- Demonstrated leadership abilities to develop positive work environments and productive, resilient and dynamic teams.
- Experience and demonstrated ability to manage people, projects, and budgets.
- Excellent interpersonal skills (including written and verbal communication) and the ability to liaise with internal and external stakeholders.
- Demonstrable experience in performing and leading professional client service delivery.
- Well-developed analytical skills sufficient to identify and assess problems and propose effective solutions.
- Must be self-motivated and able to work constructively to objectives within established management guidelines.
- Experience in WH&S and related practices in a complex, relatively high risk setting.
- Experience working in remote locations and/or in an isolated community.

**Desirable**

- Senior First Aid Certificate, advanced resuscitation/oxygen/AED administration or willingness to obtain.
- Thorough understanding of the legislation relevant to the regulatory bodies (the Great Barrier Reef Marine Park Authority, the Department of National Parks, Sport and Racing and the Australian Maritime Safety Authority).
- Experience in the management of scientific services.
- Knowledge of University policy and procedures or ability to quickly acquire this knowledge.

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.