POSITION DESCRIPTION

Position Title: Senior Administrator, Industrial Transformation Hub and Centre for Future Timber Structures (ITRH & CFTS)
Organisation Unit: School of Civil Engineering
Position Number: 3039429
Type of Employment: Full-time Fixed Term up to 30 April 2021
Classification: HEW6

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**

The School of Civil Engineering is one of the largest schools of its kind in Australia. Located in the state-of-the-art, $135 million Advanced Engineering Building, the School passionately delivers world-leading teaching, research, and service. We aspire to be the civil engineering school of choice for students, staff, industry, and the wider community in the fields of water, environmental, geotechnical, structural and transportation engineering.

Our goal is to foster graduates with the technical and professional skills required to lead the civil engineering profession and we aim to re-engineer civil and environmental research to improve the way communities operate and function.

Our academic staff hail from over 24 countries, are widely published and cited, and have extensive research backgrounds in diverse engineering disciplines including coastal, environmental, fire safety, geotechnical, hydraulics, structural, transport, and water resources. These research strengths attract expert academics and students from around the world and provide industry with consulting expertise, research collaboration and testing facilities.

The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position regardless of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with the University, is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

For more information about the School, please visit: [www.civil.uq.edu.au](http://www.civil.uq.edu.au)

**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](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

The primary role of this position is to ensure the efficient operations of the Industrial Transformation Hub (ITRH) and the Centre for Future Timber Structures (CFTS). This will include managing the operational support services by overseeing the financial, administrative, IT and communications for the Hub and Centre, as well as providing executive support to the Director and Deputy Director of the Hub and Centre.

Duties

Duties and responsibilities include, but are not limited to:

Primary

- Manage and coordinate the operational activities of the ITRH and CFTS including financial reporting, contract variations, and coordination of payments in conjunction with the School Manager and Finance.
- Produce reports as required by the ARC and other stakeholders.
- Liaise with relevant stakeholders including Finance, UQ Legal and Research Contracts and Grants to manage project contracts and finance.
- Create and maintain an IP Register for projects.
- Create and maintain a KPI register and monitor KPI achievement.
- Maintenance of the ITRH & CFTS website, social media pages and blogs.
- Provide assistance to the ITRH & CFTS members for developing relationships with potential new partners and coordinate the development of new partnerships.
- Coordinate strategic planning workshops and Hub partner workshops.
- Provide executive support to the Board for meetings including organising meetings, producing agendas, minutes and presentations.
- General administration as requested by the Deputy Director of the Hub and Centre.
- Any other duties as reasonably directed by the Director and Deputy Director of the Hub and Centre.

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, ITRH & CFTS.

SELECTION CRITERIA

Essential

- A relevant undergraduate degree; or an equivalent alternate combination of relevant knowledge, training and/or experience, preferably in the higher education sector.
- Highly developed interpersonal skills including the ability to communicate effectively with a diverse range of stakeholders, and a demonstrated ability to build relationships and commitment to responding to client needs.
- High-level written skills including the ability to write and edit reports, publications, advertising, social media and the web.
- Demonstrated ability to provide both leadership and practical support for operational activities, events and projects involving a variety of stakeholders.
- Demonstrated experience successfully managing projects.
- Exceptional organisational skills with the ability to work under pressure and establish priorities, including a demonstrated ability to meet deadlines while maintaining quality outcomes.
- High-level software skills appropriate to the role and the ability to adapt to a dynamic software and social media environment.

Desirable

- Experience in financial reporting and contract management.

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 (http://www.uq.edu.au/equity) 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 the contact person listed in the job advertisement.