POSITION DESCRIPTION

Position Title: Hy-Gain Project Manager
Organisation Unit: Queensland Alliance for Agriculture and Food Innovation
Position Number: 3049587
Type of Employment: Part time, 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 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 (65). 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 five University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in agriculture and food science, 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 Queensland Alliance for Agriculture and Food Innovation (QAAFI) is a research institute of the University of Queensland (UQ) which was established in 2010 and comprises of four research centres – the Centre for Crop Science, the Centre for Horticultural Science, the Centre for Animal Science and the Centre for Nutrition and Food Sciences.

QAAFI’s team of 450 researchers, postgraduate students and support staff undertake high impact science for agriculture and food industries. The institute’s strong partnership with the Queensland Government provides our researchers with a direct link to the agriculture industry in Queensland, and world class field research facilities throughout Queensland. Agriculture is one of UQ’s highest ranked research fields nationally and internationally and QAAFI is a global leader in agricultural research in subtropical and tropical production systems.

QAAFI scientists are driven to make a difference to the agriculture and food industries and have over 150 collaborators worldwide.

Hy-Gain project

The Hy-Gain project (Hy-Gain), funded by the Bill & Melinda Gates Foundation is a multi-party international research project comprising seven world leading teams aiming to develop a novel technology to increase seed yield and productivity in sorghum and cowpea crops for smallholder farmers in sub-Saharan Africa. This exciting 5-year project, is led by QAAFI with the project director, Prof Anna Koltunow, based in the Centre for Crop Science. The project director’s location is split between Brisbane and Adelaide. Hy-Gain aims to ensure the technology is compatible with plant breeding to support the future, rapid delivery of new high yielding sorghum and cowpea hybrids and improved varieties. Hy-Gain involves research work at multiple sites in Queensland (Hermitage at Warwick; Gatton and St. Lucia) and collaboration with five international research organisations and a multinational seed company. The project has some fundamental discovery work, however its key aim is building and testing the utility of the technology in plants under controlled glasshouse and field conditions with evaluations involving input from African sorghum and cowpea breeders. The research objectives span molecular work in the laboratory to field work involving genetic, genomic and transgenic technologies and testing reproductive productivity of plants in glasshouse and in the field. Communication and collaboration between the parties to efficiently achieve goals, protection of discoveries, dissemination of data to the public via scientific publications and web-based media are important outcomes of the project.

Details of the general research interests of QAAFI may be accessed on the Institute’s web site at http://www.qaafi.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

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to manage the Hy-Gain project and provide high level operational support to the Director.

The role will work closely with project collaborators, and relevant state and federal bodies to support and foster operational effectiveness.

Duties

Duties and responsibilities include, but are not limited to:

Strategic and operational planning and Hy-Gain project development

- Work closely with the Director to develop and establish new operational processes, documentation and procedures as required to ensure efficient operation, success and sustainability of the Hy-Gain project.
- Operate as a liaison between Hy-Gain’s internal stakeholders at UQ and QAAFI, funders, and research partners both in Australia and overseas to facilitate strong and long-term sustainable relationships
- Develop and leverage strong working relationships and networks within UQ and the research partners to benefit the Hy-Gain research goals and outcomes.
- Develop and contribute to the development of project agreements, budgets and milestones of Hy-Gain’s research programs.
- Contribute and develop documents to obtain permission for trialling of plants in controlled trials working with the office of the Gene Technology Regulator and UQ project team members.

Hy-Gain Management

- Manage and oversee operational functions of Hy-Gain (in consultation with the project director as appropriate), including effective planning, implementation, evaluation and decision-making to ensure financial and operations objectives are reached
- Understand and handle detailed contracts and complex budgetary allocations and commitments
- Provide the Hy-Gain project director, management committees and advisory committees with regular management reporting analysis and proactive operational support to identify achievement against milestones and other contractual obligations
- Coordinate events, official functions, public profiling activities and regular proactive communication for the benefit of the Hy-Gain’s stakeholders and reputation as a
world leading research team.

- Manage the effective sourcing, provision and use of resources, space and infrastructure to support the research priorities of Hy-Gain, facilitating the integration of best practice systems and approaches

**Governance and Reporting**

- Manage and monitor strict compliance across all Hy-Gain activities to ensure that it meets its obligations, industry standards, and work practices and guidelines, taking corrective action where necessary
- Manage Hy-Gain finances, project contracts and associated intellectual property in consultation with the project director and affiliates as appropriate. Ensuring these are recorded and reported in accordance with Hy-Gain’s contractual obligations. Assist the Hy-Gain director with the management of budgets by providing reporting and analysis as required
- Manage all Hy-Gain reporting requirements, including monitoring, assessing and reporting on Hy-Gain performance against KPIs and collating, publishing and distributing the annual report, maintaining records of committee meetings and the management of the web portal interface.
- Serve as an active member of relevant committees as required.

**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 Hy-Gain Project Leader.

The position has budgetary responsibility in the amount of $5,000.
SELECTION CRITERIA

Essential

- Degree with at least 4 years subsequent relevant experience or an equivalent combination of relevant experience and/or education/training in a research environment.
- Experience in executive support to senior management in a large and complex institution or equivalent
- Proven project management experience and the ability to proactively undertake projects with limited or no direction, and the ability to manage workflow effectively in a dynamic and fast-changing environment
- Superior time management, problem-solving and organisational skills with a proven ability to establish and direct priorities for self and others, achieve objectives and meet deadlines whilst maintaining attention to detail
- Proven skills in financial and organisation planning and analysis including budget development and the ability to interpret financial data at strategic and operational levels and produce reports for external partners and funding agencies
- Strong written and verbal communications skills with demonstrated experience in facilitating content development for promotional material, web content, official communications, and reports
- Demonstrated strong initiative and the ability to work both independently and as part of a team
- Proven ability to show attention to detail and commitment to quality, with evidence of ability to accurately plan, execute and document diagnostic research

Desirable

- Experience in management of plant research projects. An understanding of biological processes and delivery of novel products in biology or plants.

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 part-time 0.8FTE position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au