POSITION DESCRIPTION

Position Title: CJCADR Centre Coordinator  
Organisation Unit: Queensland Brain Institute  
Position Number: TBA  
Type of Employment: Part time 0.6FTE, fixed term  
Classification: HEW Level 6

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 (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 Queensland Brain Institute works to understand the development, organisation and function of the brain. We aim to understand the neural circuits in the brain, 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) Develop novel therapeutic approaches to treat disorders of neural function and (2) Use our understanding of brain function to improve learning in classrooms and in the workplace.

Established in 2003, QBI is housed on the St Lucia campus of 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 both the 2010, 2012, and 2015 Excellence in Research for Australia (ERA) reviews, one of only two universities in Australia to achieve this.

Information about the Institute may be accessed on the Institute’s web site at www.qbi.uq.edu.au

Clem Jones Centre for Ageing and Dementia Research (CJCADR)

In 2011 the Queensland Brain Institute (QBI) established the Clem Jones Centre for Ageing Dementia Research (CJCADR), focusing on understanding pathogenic mechanisms at a molecular and cellular level and using this insight to develop therapeutic strategies for the prevention and treatment of ageing dementia as well as better diagnostic tools. The Centre involves over 80 QBI staff and postgraduate students.

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 the position is to support the Clem Jones Centre for Ageing Dementia through provision of administrative, financial and engagement services.

Duties

Duties and responsibilities include, but are not limited to:
Program coordination

- Coordinate, under the direction of the Centre Manager, the internal allocation of CJCADR funding in line with a defined process. This includes coordination of process timelines and templates, and coordination of application assessment processes including provision of documentation and reports for decision makers.
- Provide advice to CJCADR researchers on the internal funding process, including on terms and conditions governing awards.
- Maintain a register of internal funding reporting deadlines and requirements, actively monitor reporting and coordinate report review processes.
- Monitor expenditure of allocated CJCADR funds and prepare financial reports to assist research Group Leaders in project management.
- Liaise proactively with UQ Advancement, QBI Grants, UQ Finance and other units as required.

Reports and submissions

- Develop and maintain a register of external reporting requirements and timelines for CJCADR funding.
- Manage the collection and collation of annual Key Performance Indicator data.
- Support the Centre Manager in the preparation of reports, submissions, proposals and other external documents by drafting report content and through editing and formatting documents.

Finance and travel

- Maintain a current understanding of UQ policy and procedures in finance, travel and hospitality and serve as point of contact and advice for CJCADR members.
- Using University corporate applications including UniFi and EMS, process requisitions, purchase orders and invoices and reconcile expenses including credit card expenditure.
- Prepare procurement and event plans for approval and implement those plans including preparing hospitality calculators and fulfilling other UQ procedural requirements.
- Organise and coordinate domestic and international travel for visitors to the Centre in accordance with UQ travel policies and procedures.

Centre Administration

- Provide high level operational and administrative support to the Centre Director and Centre Manager in an environment where judgement, responsiveness and accuracy are required.
- Assess incoming correspondence and emails, take appropriate action including preparing replies to routine correspondence on behalf of the Centre Director, and drafting responses for consideration on non-routine matters.
- Act as a first point of contact for public enquiries via phone, email and in person, demonstrating sensitivity and using initiative and judgement to respond and or/refer within the Centre.
- Provide secretariat support for committees and manage meeting logistics including collation of agendas and taking minutes.
- Maintain a register of CJCADR personnel.
Communications & Events Coordination

- Coordinate the planning and running of Centre events for both internal and external audiences, including the CJCADR Public Dementia Forum, Group Leader Meetings, Retreats, and other scientific and public engagement meetings.
- Manage and contribute to the writing and production of external engagement materials including websites, newsletters, brochures and reports.
- Assist QBI Communications in maintaining stakeholder contact databases.
- Act as point of liaison between Centre and QBI Communications and Advancement teams for visiting delegations, tours and donor engagement activities.

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
- 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 Centre Manager, Clem Jones Centre for Ageing Dementia Research.

SELECTION CRITERIA

Essential

- Completion of a degree with relevant experience preferably in a tertiary/research environment; or an equivalent combination of relevant experience and/or education and training.
- Demonstrated organisational skills and experience in administrative processes including, for example, drafting of correspondence, coordinating meeting agenda and taking minutes.
- Experience working within a university environment with grants management experience desirable.
- Highly developed computer skills and experience with the Microsoft Office suite of programs.
- Knowledge of the University's financial management systems, policies and procedures
- Demonstrated ability to work independently, and within a team environment, using initiative, judgement and effective time-management skills.
• Effective interpersonal skills and well developed communication skills both written and oral,
• Excellent accuracy, analytical skills and attention to detail

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.

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