POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Manager, Research Performance</th>
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<tbody>
<tr>
<td>Organisation Unit:</td>
<td>Office of the Deputy Vice-Chancellor (Research)</td>
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<tr>
<td>Position Number:</td>
<td>3044645</td>
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<tr>
<td>Type of Employment:</td>
<td>Continuing</td>
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<tr>
<td>Classification:</td>
<td>Hew Level 8</td>
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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 (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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.

The Office of the Deputy Vice-Chancellor (Research)

The Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for enhancing the University's performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. This includes the strategic management of research at an institutional level; development of research policy; management of research strategic initiatives, and development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University's Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University’s research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management; research higher degree management; and research ethics and integrity.

Further information is available at: http://www.uq.edu.au/research

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 Manager, Research Performance leads a team of professionals and works in close collaboration with senior management and staff across the University to provide strategic advice on complex research performance matters, building strong working relationships with internal and external stakeholders. The Manager will be required to develop and maintain close working relationships across the University, particularly within the Scholarly Communication and Repository Services, Planning and Business Intelligence and Finance and Business Services Divisions.

The role will contribute to shaping the information management strategies and techniques relating to research and innovation at the University. They will manage a suite of research and innovation management data reporting solutions and services from initiation to completion and will be involved in the development of the Excellence in Research for Australia (ERA) and Engagement and Impact (EI) submissions as well as the assessment of global research rankings.
Duties

Duties and responsibilities include, but are not limited to:

- Manage and develop the team responsible for maintaining the University’s research management information systems, ensuring the delivery of timely and accurate research performance reports;
- Provide high-level research, analysis and information in support of the achievement of the University’s research goals;
- Support the Senior Executive to develop strategies for enhancing the University’s reputation and global research ranking;
- Undertake data mining, predictive modelling and other data analysis techniques, examine institutional practices and Government policy and recommend strategies for improving UQ’s research performance;
- Develop and implement sustainable approaches to research performance analysis and reporting to enable University research leaders to monitor performance and identify key factors affecting performance;
- Support the production of research performance reports, including comparative analysis and benchmarking, for use by the University’s senior executive and research leaders in decision making;
- Support the planning, analysis and systems development associated with the University’s participation in the Australian Research Council’s Excellence in Research for Australia (ERA) and Engagement and Impact Assessment (EI);
- Have input into the ongoing development of systems to highlight the university’s research performance, including of individual academic staff;
- Provide high-level information and advice on best-practice use of research profile, performance and reporting data, including recommendations of new datasets for analysis;
- Work in partnership with other teams and areas of the University to develop strategies and processes to improve information captured in the University’s research information systems and databases.

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 Associate Director, Research Policy and Performance. It manages a team that supports research analysis and performance activities.

SELECTION CRITERIA

Essential

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive experience managing high-performing teams with a focus on research performance reporting; or equivalent combination of relevant experience and/or education/training;

- Demonstrated success in managing a high volume, complex team with variable workflows and service intensive processes, a high level of management acumen, incorporating excellence in communication, interpersonal, presentation, and organisation skills;

- Understanding of the higher education sector and in particular university based research drivers and global research rankings;

- Knowledge of best-practice use of the metrics used to measure research performance, at the individual, org unit, and institutional level including an awareness of national and international emerging trends;

- The ability to conceptualise problems and implement solutions by analysing, synthesizing and drawing valid inferences from statistical data in a manner that initiates discussion on effective management decisions and organisational change through the university;

- Analytical skills, including demonstrated ability in quantitative data analysis and the analysis of policies, procedures and other information to identify issues and solve problems;

- High level computer literacy including knowledge of quantitative and qualitative data analysis techniques and a high level proficiency with SAP BusinessObjects (or similar) and Excel;

- Commitment to delivering accurate and timely responses under pressure, whilst maintaining a quality client service focus.

- Demonstrated focus on continuous improvement and process improvement.

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 contact person listed in job advertisement.