POSITION DESCRIPTION

Position Title: Research Officer
Organisation Unit: Queensland Animal Science Precinct (QASP)
Position Number: 3023993
Type of Employment: Full time fixed term 3 years
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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

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 Australian Teaching and Learning Council Awards for Teaching Excellence 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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 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.

**Organisational Environment**

In 1990, The University of Queensland merged with the Queensland Agricultural College, which saw the establishment of the University’s Gatton Campus. It hosts a number of degree programs in agricultural and veterinary sciences, in addition to research centres and a wide range of facilities to support teaching and research in agriculture and veterinary sciences. Engagement with the local community is a critical element of the philosophy and activities of the Campus. Effort to promote innovation on the Campus is another key feature of UQ Gatton, as is a focus on sustainability.

The Campus offers an extremely broad range of qualifications from vocational to undergraduate to postgraduate and research higher degrees. The programs run from the Campus are in disciplines such as agriculture, animals, veterinary science, food or the environment involving issues such as climate change, feeding a growing population, biosecurity, and diminishing natural resources. As a result, UQ Gatton is a large and complex campus, predominantly a rural setting with working farms and dairy, as well as Halls of Residence, advanced research facilities and contemporary teaching spaces, from traditional lecture theatres to those designed to teach animal sciences.

The Office of the Director Gatton Campus (ODGC), is responsible for ensuring the smooth and effective operations of the Gatton Campus of the University of Queensland, supporting academic teaching, research and community programs. The Director’s portfolio includes responsibility for the Gatton Dairy, Piggery, Equine Unit, Cropping Unit, Grazing Animal Unit, Queensland Animal Science Precinct, G-VEC and the Halls of Residence in addition to administration functions and OH&S.

The primary focus of QASP is as an animal health and production research facility conducting world-class research in the areas of animal growth, adaptation, welfare, health and vaccines. The facility provides state-of-the-art facilities for a number of scientists from the organizations conducting research at the facility.

QASP will attract national and international collaboration between scientists in the developed and developing world. It will also strengthen the interaction between researchers and industry and ensure that research and development leads to rapid practical outcomes.

Information about QASP and the Gatton Campus may be accessed on the Gatton Campus web site at [http://www.qasp.uq.edu.au](http://www.qasp.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-ug](http://www.uq.edu.au/current-staff/working-at-ug)

**DUTY STATEMENT**

**Primary Purpose of Position**

To facilitate the efficient conduct of a range of research projects in the QASP facilities. This will involve working with the Senior Manager and Assistant Manager to ensure that the appropriate protocols and procedures are developed and implemented and followed in relation
Duties

Duties and responsibilities include, but are not limited to:

Administration Management
- Participate in the establishment of quotes for potential research including consideration of all resources for the conduct of projects, the provision of Service level Agreements (SLA) and final invoicing to clients.

- Assist the QASP Senior Manager and Assistant Manager with the development, implementation and maintenance of resources, procedures, protocols, operations and reporting requirements of projects conducted in non-containment, PC1/QC5.1 and PC2/QC5.2 facilities.

Facility Management
- In consultation with the QASP Senior Manager, develop equipment maintenance schedules and ensure regular and timely servicing in order to minimise project disruption.

- In liaison with UQ Property and Facilities Asset management, ensure maintenance plans are in place, carried out and monitored.

Research Activities
- As directed by the QASP Senior Manager, implement trial/research management including the design/set up, conduct, and day to day management, monitoring and reporting of research projects as required by clients and QASP management.

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 sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- the Australian code for the care and use of animals for scientific purposes 8th edition (2013)

Reporting Relationships
The position reports to the QASP Senior Manager, Office of the Director Gatton Campus.
SELECTION CRITERIA

- Completion of an undergraduate degree; completion of an associate diploma and subsequent relevant work experience or an equivalent combination of relevant experience and/or relevant education/training.

- Demonstrated competence in the conduct of animal research trials including knowledge and understanding of the University's animal welfare and ethics policies, guidelines and practices and their implementation in the research workplace.

- Proven experience in the broad range of livestock, large and small animal research, in the handling of research animals, collection, maintenance and storage of a variety of research samples used in research activities.

- Experience in the planning and staffing of research trials and coordination of research technicians and animal attendants.

- Experience in the scheduling of projects and the ability to use research facilities effectively and to maximise the use of available research resources.

- Excellent interpersonal skills including the ability to communicate effectively with current QASP staff, QASP researchers and potential clients.

- Ability to prioritise own workload, work independently and meet deadlines.

- Ability to drive (Queensland C class Licence).

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 (science.recruitment@uq.edu.au).