POSITION DESCRIPTION

Position Title:        Research Development Manager
Organisation Unit:    School of Public Health, Faculty of Medicine
Position Number:      New
Type of Employment:   Full-time or part-time (0.8FTE-1.0FTE negotiable), fixed term 2 years with the possibility of a 12 month renewal (subject to the successful achievement of approved KPI’s)
Classification:      HEW 8

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 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.

**Faculty of Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

We discover. We innovate. We lead.

**The School of Public Health**

The University of Queensland was, in 1936, the first university in the English-speaking world to establish a Department of Social Medicine. This evolved in the 1950’s to the Department of Preventative and Social Medicine and the School was formally established in 2001 to improve health outcomes through learning, discovery and engagement. The School of Public Health has recently been ranked as the top Public Health school in Australasia in the US
We are a global leader in improving the health of populations in a changing and inequitable world.

The School's strategy is centered on academic performance and a commitment to excellence in teaching. We offer programs and courses in all major fields of population and public health to almost 1000 postgraduate and undergraduate students. Our MPH is the only accredited programme in the Australasia and South East Asia region (APHEA and ASPHER) and one of the few to offer a dual MD/MPH degree. More than 100 research higher degree (PhD and MPhil) students actively contribute to the School's vibrant research culture while receiving comprehensive preparation for academic careers or leadership roles in public health.

Our research is focused on making a real impact on some of the world's most pressing health challenges and was recently ranked by the Australian Research Council as amongst the world's best. Current priorities include health behaviours and health promotion; cancer prevention; environmental health; epidemiology and biostatistics; longitudinal studies of women’s’ health; mental health; HIV/AIDS; substance use, antimicrobial stewardship and other aspects of health services 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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

This position is responsible for providing support to The School of Public Health to capitalize on opportunities for competitive research grants. This position will be responsible for identifying research funding opportunities, working closely with researchers in the preparation of high quality written applications for grants and fellowships, and providing strategic advice and training in grantsmanship. To do this, the position will work closely with the School Executive, particularly the School Manager and Chair of the Research and Research Training Committee. The position will also link in with the Faculty of Medicine research team as part of a community of practice to increase collaboration and competitive bidding across the faculty.

**Duties**

Duties and responsibilities include, but are not limited to:

- Identify research funding opportunities to maximise research income, with emphasis on large scale, complex, programmatic grants, special initiatives, fellowships and industry funding.
- Develop knowledge of the existing partnerships, strategic aims, research capabilities and activities within the organisation unit to identify opportunities to exploit its potential for new collaborations.
- Hold meetings and forums at which researchers can come together to explore possible partnerships and funding opportunities.
- Participate in regular meetings with the Faculty of Medicine research team as part of a community of practice to identify and facilitate collaborative research opportunities and competitive bidding across the Faculty.

- Establish networks within and external to the University to assist the School in taking advantage of its unique opportunity to grow consulting, contract and philanthropic income.

- Provide high-level support in the preparation of competitive funding applications, including strategic advice and editorial review of the structure, content, clarity, style and appropriateness of the proposal for the specific funding scheme.

- Where relevant, collaborate with the Faculty and UniQuest to successfully negotiate business development initiatives.

- Participate in the development and delivery of grantsmanship training and other relevant workshops for the School and Faculty.

- Other related duties as directed by the School Manager.

**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

- 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 School Manager.

The work program for the role will be developed by the incumbent for sign off by the organisational unit head.

Travel between campuses and other locations may be required.
SELECTION CRITERIA

- A postgraduate degree with substantial relevant experience in a university or similar environment; or an equivalent combination of relevant experience and training / education is required

- Extensive knowledge of relevant industry, philanthropic and Australian competitive granting schemes, with experience in writing and editing successful funding applications for ARC, NHMRC or comparable schemes. Exceptional writing and editing skills, with demonstrated ability to understand and present complex scientific content in a clear and concise manner.

- High level time-management skills, with the ability to work under time pressure on multiple initiatives concurrently.

- Demonstrated research facilitation skills, with the ability to identify relevant research linkages and facilitate communication among diverse groups of research stakeholders including industry partners.

- Demonstrated communication skills (written and oral), with a proven ability to communicate effectively with a variety of audiences.

- Self-motivated with demonstrated ability to work independently and as part of a team.

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.

You must have valid Australian work rights to apply for this role. Visa sponsorship is not available for this position.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.