POSITION DESCRIPTION

Position Title: Senior Research Project Officer

Organisation Unit: Centre for Horticultural Science, Queensland Alliance for Agriculture and Food Innovation

Position Number: TBA

Type of Employment: End date 15/02/2021, 0.8FTE

Classification: HEW 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 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://uniqest.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.

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

The Centre for Horticultural Science is part of the Queensland Alliance for Agriculture and Food Innovation, a partnership between UQ and the Queensland Government. QAAFI has established a new dedicated research centre for horticultural science to build upon the capacity of our world-class horticultural researchers and to develop Australia’s global horticultural presence.

**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

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

**DUTY STATEMENT**

**Primary Purpose of Position**

This position will support management of the research project focussed on “Topical application of RNAi interference for crop protection” and will play a key role to ensure delivery of research objectives in a timely manner.

The appointee will oversee all aspects of the project, including supervision of staff, management of project timelines and communications, initiation and management of partner and stakeholder collaborations, regular progress reporting, data management, data analysis, project reports and project publications.
Duties

Duties and responsibilities include, but are not limited to:

**Administrative Management**
- Provide planning and monitoring of the project progress.
- Understand the fundamental science behind the projects to facilitate accurate communication, forecasting and information dissemination between researchers, funding bodies, collaborators, and stakeholders.
- Work closely with the project team postdocs, students and research staff towards delivering the goals of the project.
- Work closely with industry partners to deliver project outcomes in a timely manner.
- Plan and manage project initiatives and timelines and provide regular updates to relevant project staff and industry partners.
- Prepare and ensure timely submission of project milestone reports in accordance with funding body regulations.
- Develop project risk register, risk management plan, and stakeholder engagement/communication plans as required.
- Manage and develop the project’s physical resources, including purchases and IT.
- Provide significant assistance in the development of grant applications including budget, and resource forecasting.

**Resource and Personnel Management**
- Arrange recruitment and appointment of project staff under the guidance of the Project Leader and in coordination with QAAFI HR.
- Advise and report to Project Leader on budgetary forward projections and planning issues at the project level.
- Co-ordinate the preparation of reports as per the relevant funding bodies guidelines.
- Ensure compliance with funding body and University financial policies and procedures regarding cost control, cost recovery, advice and reporting.
- Coordinate the activities and deliverables of staff and students working under the project.
- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/staff/employment/)

**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 Director of the Centre for Horticultural Science, Queensland Alliance for Agriculture and Food Innovation.

**SELECTION CRITERIA**

**Essential**
- Degree with at least 4 years subsequent relevant experience in the area of RNAi / Gene regulation / or relevant science field.
- Extensive research experience within an RNAi / Gene regulation field.
- Experience working within a commercial environment.
- International research experience.
- A high level of interpersonal and communication skills, including the ability to liaise with a wide range of individuals and agencies
- Previous experience in research project management
- The ability to operate autonomously within set guidelines in order to implement the vision of the Project

**Desirable**
- An understanding of, or ability to obtain an understanding of, the operation and rules associated with research grants, grant application processes and commercialisation
- Experience in the supervision of research staff
- Ability to work within a commercial in confidence environment

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 position

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