POSITION DESCRIPTION

Position Title: Project Officer
Organisation Unit: Queensland Genomics, Office of the Deputy-Vice Chancellor (Research)
Position Number: New
Type of Employment: Full Time, Fixed Term until 31 December 2019 with possible extension to 31 December 2020
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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (45), 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://uniques.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 Deputy Vice-Chancellor (Research) is a member of the University’s Senior Executive and has responsibility for the development and advancement of the University’s profile in research and research training. This includes the strategic management of research at an institutional level; development of research policy; management of strategic research funding; 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, contract negotiation; and research ethics and integrity.

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

Queensland Genomics

Queensland Genomics is a $25 million, 5-year Advance Queensland initiative. Its focus is on health research implementation, and on accelerating the translation of medical genomics into standard care, identifying the challenges and solutions, and evaluating the benefits for Queenslanders.

Queensland Genomics is a collaboration that brings together Queensland Hospitals and Health Services with medical research institutes and universities to demonstrate the value of genomics in everyday healthcare, with the ultimate goal of improving the health of Queenslanders.

The University of Queensland has been chosen to host Queensland Genomics with Queensland Genomics working collaboratively with all universities in the State, key Queensland-based research organisations, the Queensland Hospital and Health Services, private health providers and associated health organisation throughout the State.

Further information is available at: http://www.qgha.org
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**

The Project Officer will provide ongoing support to the Queensland Genomics Round 2 Clinical Projects and the initiatives within the Round 2 Capability and Infrastructure Work Program. Through active engagement with the projects teams, the Project Officer will provide support in collecting and reporting data on project progress and quality against the agreed milestones and standards, and in supporting the necessary intersection of project deliverables with other projects within the program of work.

The role will also assist in establishing and coordinating the Queensland Genomics Knowledge Network. The Queensland Genomics Knowledge Network will support clinicians across the State to increase their knowledge in genomics.

This position reports to Queensland Genomics Program Coordinator.

**Duties**

Duties and responsibilities include, but are not limited to:

- Foster open communication with Queensland Genomics project teams; work collaboratively with Queensland Genomics project teams to collect data and facilitate reporting deliverables; tracking project progress, ensuring project quality, reporting issues to the Queensland Genomics Management team.
- Engage with project teams at their monthly Project Steering Group meetings, and provide administrative and secretarial support as required; meeting minutes, follow-up on actions, report risks/issues raised.
- Support project planning, management, administrative and coordination for the development of the Queensland Genomics Knowledge Network including; support the development of education materials and liaison with knowledge experts across Queensland.
- Support the linkage of the Queensland Genomics Knowledge Network to other Queensland Genomics Workforce Initiatives.
- Provide administrative support at Queensland Genomics meetings, including but not limited to: Round 2 Project and Initiative meetings, meetings with Queensland Health, governance meetings as required, and other stakeholder engagement events.
- Support the Program Coordinator in the coordination of cross-project activities and provide assistance to manage the communications for projects including but not limited to; supporting the Program Coordinator in their role as the central point of contact in developing progress reports and advice to relevant stakeholders.
- Support the Program Coordinator to develop and foster relationships with key internal and external stakeholders.
- Communicate effectively and respectfully with all Alliance members and the wider community in the interest of good business practice, collaboration and enhancement of Queensland Genomics’ values and reputation.
• Provide assistance to develop fit for purpose documentation to meet the Queensland Genomics’ ongoing project/program objectives.
• Other duties as directed by the Queensland Genomics Program Coordinator.

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.
• 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 Program Coordinator, Queensland Genomics.
SELECTION CRITERIA

Essential

- A degree (preferably in science, or other health-related fields, or business/project management) with subsequent relevant experience in project administration/management; or an equivalent combination of relevant experience and education/training
- Experience in health care or higher education
- Demonstrated computer literacy including the ability to operate Microsoft applications and/or other document publishing software
- Excellent written and oral communication skills, with the ability to communicate, consult and negotiate with both internal and external stakeholders at all levels
- Well-developed analytical, conceptual and problem-solving skills
- Proven organisational skills and demonstrated ability to meet tight deadlines, establish work priorities, work within defined processes and follow through to completion
- Demonstrated experience in the development of strong external and internal interpersonal relationships

Desirable

- Experience in developing education programs
- Experience in stakeholder engagement

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 Dayna Williamson, Queensland Genomics General Manager, dayna.williamson@qgha.org