# POSITION DESCRIPTION

**Position Title:** Research Performance Officer  
**Organisation Unit:** Office of the Deputy Vice-Chancellor (Research)  
**Position Number:** 1301499  
**Type of Employment:** Fixed Term (until 10 May 2020)  
**Classification:** Hew Level 5

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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 CWTS Leiden Ranking (32), 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). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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.

Organisational Environment

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 Research Performance Officer assists with the provision of statistical and other research performance data to the University’s research community and relevant external agencies (e.g. Department of Education and Training, Australian Bureau of Statistics, Go8 and Universities Australia). It is also involved in the implementation of initiatives related to research data analysis and reporting, including playing a role in the University’s response to the Commonwealth Government’s Excellence in Research for Australia initiative.

Working under the supervision of the Manager, Research Performance, the Research Performance Officer will need to liaise effectively with a number of UQ staff and sections to assist with activities related to the efficient and reliable extraction, interpretation and accurate reporting of UQ research performance, quality and management data for a number of internal and external purposes.
Duties

Duties and responsibilities include, but are not limited to:

- Support the Manager, Research Performance to implement analytics and evaluation processes for research quality and performance reporting;
- Collect, collate, interpret and validate data used in the production of research performance information for the University;
- Undertake research data and policy analysis contributing into strategic advice to support senior management decision making;
- Assist in the preparation of reports, briefings and submissions to internal and external stakeholders, including the Federal government, on a range of matters;
- Maintain awareness of relevant technology software/hardware improvements, which may benefit the collection, integration, presentation and analysis of research information within UQ Research and Innovation;
- Implement appropriate training and professional development strategies for academic and professional staff in relation to research data collection, management, reporting and analysis;
- Respond to requests from UQ organisational units for standard reporting from UQ Research and Innovation data in corporate universes;
- Actively participate in team initiatives and projects and cooperate with team members in a manner that reflects a commitment to team goals and objectives, effective communication, information sharing and problem solving practices. This includes providing backup to other team members as required.
- Provide assistance to the Manager, Research Performance in the preparation of reports, ad hoc queries and information provision as required.

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 sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

Organisational Relationships

The position reports to the Manager, Research Performance.
SELECTION CRITERIA

Essential

- A degree with at least 2 years' subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training;
- Demonstrated understanding of basic statistical tests, distributions, maximum likelihood predictors, etc.;
- Analytical skills, including demonstrated ability in quantitative data analysis and the analysis of policies, procedures and other information to identify issues and solve problems;
- Ability to leverage quantitative/qualitative trend data to draw conclusions to help drive solutions, design reporting tools, and develop and manage research process governance protocols;
- Skills in compiling, manipulating and analysing datasets using tools such as SAP BusinessObjects and the Microsoft Office suite;
- Good interpersonal skills, with the ability to communicate, collaborate, consult and negotiate with staff at all levels;
- Ability to work flexibly in a fast-paced environment of changing priorities.

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.