POSITION DESCRIPTION

Position Title: Centre Manager – Australian Research Council Industrial Transformation Training Centre for Uniquely Australian Foods

Organisation Unit: Queensland Alliance for Agriculture and Food Innovation

Position Number: 3044197

Type of Employment: Fixed term, Part time (50%)

Classification: Hw Level 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 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://uniqquest.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.

The ARC Training Centre for Uniquely Australian Foods is a training centre that sits within the Centre for Nutrition and Food Sciences The Training Centre aims to transform the native Food and Agribusiness Sector through development of selected crops, foods and ingredients using an Indigenous governance group to oversee the process of converting Traditional Knowledge into Branded Products. Expected outcomes include technical information to support branding and market development, best practice development in social factors and legal arrangements for benefit sharing, and a cohort of trained and industry-ready researchers who can lead the native foods industry forward. This should provide significant benefits in driving sustainable growth of the premium Australian food sector with high value products which can never be imitated due to their unique origins and properties.

The ARC Training Centre for Uniquely Australian Foods has eight Chief Investigators, five industry partners and six Indigenous Enterprise Groups. This centre will train 10 PhD students who will be working on Australian native foods in the areas of composition and sensory quality, food safety and toxicity, bioavailability and nutritional quality, trademarking, benefit sharing, social factors and Indigenous participation.

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 and information on the ARC Training Centre for Uniquely Australian Foods can be found at this website https://uniquelyaustralianfoods.org/about/

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

This position will provide high-level operational and strategic support to the Director, ARC Training Centre for Uniquely Australian Foods in addition to organising and coordinating day to day activities. The preferred location of this position is Brisbane to support the training centre staff in its day-to-day activities.

Duties

Duties and responsibilities include, but are not limited to:

- Oversee the day-to-day administration of the Training Centre;
- Supervise reporting schedules to the ARC and Centre Participants;
- Administer and supervise the Training Centre’s fiscal structure; manage and monitor the training centre budget
- Keep a confidential register of all Background IP and Background Material made available for the Project.
- Oversee communication between the Parties and any third parties;
- Manage Student involvement in the Training Centre; and
- Assist the training centre director in managing recruitment
- Any other duties as reasonably directed by your supervisor

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, ARC Training Centre for Uniquely Australian Foods

SELECTION CRITERIA

Essential

- A degree with at least four (4) years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated expert knowledge in managing Australian Research Council Projects.
• Experience in coordinating administrative activities within a large team.
• Ability to work collaboratively with colleagues.
• Experience in managing and monitoring large research project budgets.
• Ability to collate and review information from the research staff and industry partners for reporting obligations
• Good interpersonal skills, including the initiative, drive and flexibility to achieve results.

Desirable
• Assist training centre staff in writing grant and research applications and oversee the grants and consultancies awarded to the training centre.
• Experience in liaising and collaborating with external agencies to develop co-operative research initiatives.
• Experience in working with Indigenous Communities.
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.

Accessibility requirements and/or adjustments can be directed to qaafihr@uq.edu.au