POSITION DESCRIPTION

Position Title: Research Manager
Organisation Unit: School of Psychology
Position Number: 3036189
Type of Employment: Part Time (0.1 FTE), Fixed Term until 30 June 2019
Classification: HEW Level 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 Health and Behavioural Sciences
The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: http://habs.uq.edu.au/

School of Psychology
The School of Psychology is one of the most prestigious schools of psychology in Australia, and its strong reputation is built on excellence in both research and teaching. The School has thriving and dynamic research profiles in almost all areas of psychology, and is able to attract visitors from overseas and other institutions in Australia. It possesses good links, often through cross-appointed staff, with other schools in the University, thus creating opportunities for interdisciplinary collaborative research.

Information about the School may be accessed on the School web site at www.psy.uq.edu.au/.

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 successful applicant will be responsible for managing research projects associated with the Brisbane Diamantina Health Partners (BDHP) Ageing Theme co-led by Professor Nancy Pachana. This will include identifying how ageing is taught in universities (in class and via practicum), writing up research results for publication, as well as liaising with sub-theme leaders, and attending and minuting meetings.

The aim of the BDHP Ageing Theme is to improve the health care of older persons. Further information about the Ageing Theme can be found at www.brisbanediamantina.com/theme/ageing/.

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

Duties

Duties and responsibilities include, but are not limited to:

- Undertake an analysis of the courses, practica and medical rotations focusing on geriatric populations that are offered through SE Queensland universities across multiple disciplines.
- Analyse and write up data from selected sub-theme projects.
- Prepare research publications and briefing reports.
- Attend and take minutes at monthly BDHP Ageing Theme teleconferences.
- Prepare, submit and maintain records of ethics applications across various ethics committees.
- Develop and implement research protocols.
- Develop and maintain collaborative working relationships, partnerships and referral pathways with ageing-relevant agencies, institutions and services throughout Australia.
- Employ, train, coordinate, supervise and performance-manage staff.
- Maintain a collaborative working relationship with research partners and stakeholders to ensure project activities are coordinated and running in accordance with research protocol.
Monitor project progress against the timeline and budget, and implement appropriate, efficient and timely adjustments to both

Coordinate regular meetings of the project team and provide reports to investigators on study progress

Oversee the ethical conduct of the study including amendments and reports to the ethics committees as required

Facilitate committee participation in publications and grant applications

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 of trainable 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 holder will report to the co-chair of the Ageing Theme of the Brisbane Diamantina Health Partners research projects. The position will be located in the School of Psychology, The University of Queensland.

SELECTION CRITERIA

Essential

- A postgraduate qualification in psychology or progress towards postgraduate qualifications and extensive relevant experience.
- Knowledge of issues affecting older adults, including the impact of frailty, multimorbidity and chronic disease, as well as aged care environments.
- Experience managing research projects, including obtaining ethics approvals, administering assessments, data entry, supervising staff, adhering to timelines and budgets, data management and reporting.
- Experience with supporting collaborations between research and clinical teams.
- Demonstrated experience in cultivating and maintaining relationships across multiple work sites/stakeholders.
- High level interpersonal skills, with the ability to work both as part of a team and independently.
- Demonstrated high level written skills including experience with reports and research related documents.
Desirable

- Registered health professional
- Clinical experience working with older people
- Experience with managing research projects and multidisciplinary teams.

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 habs-hr-advisory@uq.edu.au.