POSITION DESCRIPTION

Position Title: Administration Officer (Grants)
Organisation Unit: Office of Sponsored Research, UQ Research and Innovation
Position Number: Multiple
Type of Employment: Full-time continuing and fixed term
Classification: HEW 5

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 (41), 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 (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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 141 countries, adding to its proud 250,000-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 $16 billion+ (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. 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 infrastructure management, and research ethics and integrity.

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

Within the UQ Research and Innovation portfolio, the Office of Sponsored Research (OSR) provides administrative and strategic support in the key functional areas of research grants administration. The primary purpose of the position is to support the activities of the OSR, under the direction of the Manager, Sponsored Research.

Duties

Duties and responsibilities include, but are not limited to:

- Interpreting research grant guidelines in order to provide advice to researchers on submission of research funding proposals;
- Processing of grant applications received from researchers to ensure such applications comply with scheme guidelines;
- Assisting with dispatch of research grant applications to granting bodies by the due submission date;
- Interpreting conditions of award in order to provide advice to researchers on the post-award administration of successful grants;
- Drafting correspondence, forms and tables, using word processing and spreadsheet packages;
- Entering research grant application data on to the University's Research Master grant database;
- Processing Progress and Final Reports for internal and external grant schemes;
- Administering the pre- and post-award requirements of internally- and/or externally-funded granting schemes;
- Undertaking compliance and data surveillance checks of research grants-related data;
- Assisting with the day-to-day maintenance of the Unit’s web page to ensure currency of information;
- Other duties as required.

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 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 Manager, Sponsored Research.

SELECTION CRITERIA

Qualifications

Essential
- Completion of a degree without relevant work experience; OR
- Completion of an advanced diploma qualification and at least one year’s subsequent work experience; OR
- An equivalent combination of relevant experience and/or education/training.

Experience

Essential
- High level of computer proficiency and practical understanding of administrative computer applications, especially with data on corporate systems. Proficiency at an advanced level using computer software packages for word-processing, data storage and retrieval, and spreadsheets.

Desirable
- Experience in the maintenance of web pages.

Knowledge/Skills
- Excellent written communication skills and effective interpersonal and oral communication skills.
- Well developed analytical skills (including interpreting complex guidelines and procedures) and excellent attention to detail.
- Demonstrated ability to prioritise tasks and meet deadlines.
- Demonstrated capacity to gain knowledge of higher education policies and procedures in relation to research administration.
- Demonstrated capacity to gain a broad knowledge of human resource policies and procedures.

Desirable
- Broad knowledge of the University’s Faculties and Institutes.

Personal Qualities

Essential
- Integrity, diplomacy and sensitivity in communicating with a wide range of client groups.
- Ability to work cooperatively and constructively with staff from within a variety of settings from within the University and external to the University.

The University of Queensland is committed to equity, diversity and inclusion.