POSITION DESCRIPTION

Position Title: Senior Manager
Organisation Unit: Office of Sponsored Research
Position Number: 3045964
Type of Employment: Full Time, Continuing
Classification: HEW Level 9

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 (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). 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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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 $11 billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

Emboldened by a record of success and the prospect of contributing to the answers to the world’s great challenges, UQ people are aiming ever higher to deliver benefits to society and the environment worldwide. The University maintains a world-class, comprehensive program of research and research training. We aim for international standards of excellence across the spectrum of research, from fundamental, curiosity-driven work that builds the stock of knowledge and leads to new research questions to applied research and innovation with direct applications to industry and communities. The extent to which we succeed is evident from the quality and impact of our research. 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. 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. Further information is available at research.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

The Office of Sponsored Research (OSR) provides administrative and strategic support in the key functional areas of research grants and tenders, research awards and prizes, and post-award corporate recording functions for research income across all categories.

As a key member of the OSR, the Senior Manager is expected to lead the management of major research initiatives at an institutional level; to play an important role in the identification of possible funding sources for the University’s research community; to be proactive in the development of strategies and procedures designed to improve the quality of grant applications; and to improve the University’s research performance and research information delivery generally. The position supervises a team of Research Administration staff.

Highly effective liaison with funding agencies together with existing and potential external collaborators is crucial in the development and strengthening of the University’s funding base. This requires a detailed understanding of Higher Education policy and changes to traditional funding sources. Provision of relevant and timely research information, both to
internal and external clients, is of prime concern in the development of quality assured procedures and research management practices and the Senior Manager will assist in developing and maintaining highly effective processes to underpin this endeavour.

Interaction with senior professional and academic staff is an important aspect of this position as is the facilitation of collaborative research across campuses and disciplines, and external to the University. The position will work closely with UQ Research and Innovation senior management, Associate Deans, Research and Institute Deputy Directors in the management of research funding applications and information provision, and in supporting broader policy setting and strategic developments. The position will also assist in developing close links with related areas including UQ Research Legal, Research Partnerships, and Research Ethics.

The Senior Manager is a highly visible representative of the University and as such must possess excellent customer service, communication and written skills, coupled with a thorough knowledge of research management.

**Duties**

Duties and responsibilities include, but are not limited to:

- Provide expert advice to the Deputy Vice-Chancellor (Research), Pro-Vice-Chancellor (Research) and Faculties/Institutes on strategies to improve performance in funding rounds, policy changes affecting the research community and external collaboration, and on the delivery of more effective information to enable a more strategic and targeted approach to the management of research.
- Develop and implement strategies to enhance the capacity of the University to attract external competitive funding for research, including facilitating access to expanded national and/or international funding opportunities and linkages in consultation with UQ R&I Senior Management, Faculty and Institute senior management and Research Partnerships Managers (RPMs).
- Work closely with the Deputy Vice-Chancellor (Research) and Pro-Vice-Chancellor (Research) on major strategic funding initiatives.
- Provide information and management systems to enable the University to achieve and maintain high international standards in research and scholarship.
- Effectively manage and oversee the administration of grant application rounds, including major competitive grant schemes of a high level of complexity.
- Identify, build, maintain and use effective strategic relationships, addressing the various needs of the University, partners and funding bodies, to support conceptualisation, development and grantsmanship of new and further funding opportunities of major and strategic imperative.
- Liaise with external clients (grantors, government departments, universities) on collaborative research opportunities and lifecycle management of successful grants.
- Provide effective performance management of a team of Research Administration staff, ensuring clear accountabilities, objectives and metrics are in place, and ongoing coaching and feedback is focused on achieving continuous improvement and a performance culture in order to achieve a responsive and efficient service for the University’s research community.
- Plan, organise and participate in research funding seminars/workshops.
- Oversee the compilation and analysis of data on submissions and successful grant rounds, and provide input to the fortnightly publication of the UQ Research
• Oversee post-award administration of grants and projects including liaison with key sections of the University such as Human Resources, and Contract and Grants Accounting, as well as Institute/Centre/School Administrative Officers.
• Act as back-up for the responsibilities of the Deputy Director, Office of Sponsored Research.
• Other duties as reasonably required by your supervisor/manager.

Other
• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o the University’s Code of Conduct
  o 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
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  o 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 Deputy Director, Office of Sponsored Research. This position may from time to time, report to the Director, Sponsored Research.
SELECTION CRITERIA

- Postgraduate qualifications and extensive experience; or extensive managerial experience (preferably in the tertiary education or research sectors) and proven management expertise; or an equivalent combination of relevant experience and/or education/training.
- A thorough understanding of the operations of the higher education sector and of national and institutional research policies, procedures and issues and their impact on the research community.
- Extensive knowledge of the research funding environment, as well as research management and administration; bid development and strategy; and intellectual property and knowledge transfer.
- Demonstrated experience in the management, supervision, training, mentoring and performance management, including allocation and prioritisation of tasks for a diverse group of staff who are coordinating a range of issues to provide high quality outputs and service.
- Proven ability to work autonomously, to show initiative, be proactive, willing to work flexibly, prioritise work under pressure plus being able to work in a team to form strong working relationships whilst providing high level project management/strategic support.
- Experience with management information systems and the ability to interpret and apply the data. This includes advanced skills in spreadsheet applications and generation of reports from databases, and evidence of assimilating information rapidly and deploying such knowledge to the benefit of the organization.
- Evidence of interpreting and relaying relevant institutional and granting agency policies for dissemination to the academic community.
- Demonstrated high level interpersonal, communication, presentation and customer service skills. This includes a high level of written communication skills including preparation of briefing statements and reports.
- Demonstrated ability to focus on achieving outcomes while ensuring compliance with a broad policy and procedural framework, e.g. at a university or similar complex organisation.

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 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 recruitment@uq.edu.au.