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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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://unioest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

**Faculty of Medicine**

The University of Queensland Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.mbs.uq.edu.au.

**The UQ Medical Program**

The Faculty of Medicine is a leading provider of medical education in Queensland, with the country’s largest medical degree program. Its MD program includes graduate entry and school-leaver entry streams, and is an integrated, case-based/problem based learning program. The Phase 1 or preclinical component of the program is delivered by a combination of biomedical scientists and clinicians, predominantly at the St. Lucia campus but also at affiliated major teaching hospitals. Phase 2 is delivered at a large number of hospitals in Brisbane, across Queensland and in Louisiana and covers the academic disciplines of Anaestheiology and Critical Care, General Practice, Medical Ethics, Law and Professional Practice, Medical Imaging, Medicine, Molecular and Cellular Pathology, Obstetrics and Gynaecology, Paediatrics and Child Health, Psychiatry, Rural Medicine, and Surgery.
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](http://www.uq.edu.au/current-staff/working-at-uq)

DUTY STATEMENT

Primary Purpose of Position

The Project Manager role will be dedicated to projects which focus on the enhancement of UQ’s MD Program as part of the Medical Program Transformation Program. The role will primarily focus on the delivery of outcomes relating to predetermined program themes and objectives. The Project Manager will work under the direction of the Program Manager and be supported by the Project Officer.

Duties

Duties and responsibilities include, but are not limited to:

- Under the broad direction of senior leadership, responsible for producing project plans including critical path and other timelines.
- Manage the communications for projects including but not limited to; being the central point of contact, progress reports, updates and advice to relevant stakeholders.
- Control and manage issues, risks, dependencies and changes in scope.
- Development of issues and risk registers and monitoring of the same.
- Assist and support relevant faculty leaders with change management processes
- Develop fit for purpose documentation and provide project related administrative support as required.
- Coordinate cross-organisational activity such as working groups and governance.
- Develop and foster relationships with key internal and external stakeholders.
- Other activities as required which support the enhancement of the MD Program Transformation Program.

Other

- Assist the Faculty Executive Manager with planning and implementing other Faculty wide initiatives.
- Any other duties as reasonably directed by your supervisors.

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 Program Manager.

SELECTION CRITERIA

Essential

• Qualifications and training equivalent to a postgraduate degree in business, project management or a related field; or an equivalent combination of extensive relevant experience and/or education/training (ie Prince2 Practitioner, PMBOK)
• Experience successfully project managing various medium to large projects including effectively managing stakeholders.
• Demonstrated knowledge of relevant project management tools or equivalent practical methodologies for monitoring project progress.
• Excellent problem-solving skills and an ability to be adaptive and innovative in developing and pursuing solutions.
• Ability to use judgment, act independently and take initiative with minimal direction, yet work effectively as part of a management team.
• Excellent interpersonal skills (including written and verbal communication), with experience in liaising with internal and external stakeholders, including the ability to provide advice and negotiate to achieve desired outcomes.
• Proven experience in working with data of a critical or confidential nature and demonstrating a high level of tact and discretion.

Desirable

• Experience working with Academic Programs within the Tertiary Education environment.
• Industry qualifications (ie Prince2 Practitioner, PMBOK) highly advantageous

The University of Queensland is committed to equity, diversity and inclusion. Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au
Applications are also encouraged from women