POSITION DESCRIPTION

Position Title: Manager, Sponsored Research
Organisation Unit: Office of Sponsored Research
Position Number:
Type of Employment: Full time, fixed-term
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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (55), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 $11 billion+ (see http://uniqquest.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.

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.

Further information is available at: http://www.uq.edu.au/research

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 area of research grants administration.

As a senior member of the OSR, the Manager, Sponsored Research is expected to play an important role in the development of strategies and procedures designed to improve the quality of grant applications, to be proactive in the identification of funding sources for the University’s research community, and to improve the University’s research performance and research information delivery generally. The position supervises a team of Research Administration Officer/s (RAOs) and administrative support 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 Manager, Sponsored Research 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 Research Legal Services and Research Ethics.

The Manager, Sponsored Research 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:

Management and Administration
- Develop and implement strategies to facilitate researchers in attracting external research funding through the provision of high quality information, including eligibility and compliance advice.
- Plan, organise and participate in research funding seminars/workshops.
- Effectively manage and oversee the administration of grant application rounds, including major competitive grant schemes.
- Supervise a team of Research Administration Officer/s (RAOs) and administrative support staff.
- Assist senior management in the provision of expert advice to the Deputy Vice-Chancellor (Research), Pro-Vice-Chancellor (Research) and Faculties/Institutes on strategies to improve performance in funding rounds, possible funding opportunities, 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. This includes close liaison with Faculty Associate Deans Research, Institute Deputy Directors and Research Partnership Managers (RPMs).
- Oversee the compilation and analysis of data on submissions and successful grant rounds, and provide input to the fortnightly publication of the UQ Research Bulletin.
- 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 RPMs and Institute/Centre/School Administrative Officers.
- Liaise with external clients (grantors, government departments, universities) on collaborative research opportunities and management of successful grants.
- 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 Director, Office of Sponsored Research.

SELECTION CRITERIA

Qualifications

Essential
- Postgraduate qualifications and extensive experience; or
- An equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

- 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. Familiarity with institutional research and development models and information management systems would be highly regarded.
- Demonstrated skills in administration and management at a senior level, including staff supervision.
- A high level of written communication skills including preparation of briefing statements and reports and demonstrated experience in committee secretarial duties.
- Demonstrated ability to organise and prioritise tasks for team and individual responsibilities, including the ability to realise the potential of individual team members.
- Demonstrated ability to work effectively under pressure and to meet deadlines (individually and to monitor deadlines for other staff).
- Demonstrated high level project management skills and the capacity to work independently.
- Evidence of assimilating information rapidly and deploying such knowledge to the benefit of the organisation.

Experience

Essential
- Demonstrated experience in a research or research management environment.
- Evidence of interpreting and relaying relevant institutional and granting agency policies for dissemination to the academic community.
- Evidence of knowledge and/or use of information management systems for strategic purposes.

Personal Qualities

- Interpersonal communication and customer service skills of a high order.
- 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;
- Excellent presentation skills.
The University of Queensland values 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.

This role is a full-time position; however flexible working arrangements may be negotiated.