

POSITION DESCRIPTION

Position Title:	Project Officer
Organisation Unit:	School of Chemistry and Molecular Biosciences
Position Number:	3067009
Type of Employment:	Part Time, 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 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 \$11billion+.

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

School of Chemistry and Molecular Biosciences

The School of Chemistry and Molecular Biosciences is part of the UQ Faculty of Science, and is an international leader in chemical and molecular life sciences teaching, research and research translation.

Our academics teach and research in the disciplines of chemistry, biochemistry, biotechnology, microbiology and parasitology.

The School's biomolecular research spans small synthetic molecules through to proteins, nucleic acids, viruses and microorganisms, and its materials research encompasses the design and synthesis of molecular devices, functional polymers and nanomaterials.

Many colleagues are widely published internationally and have contributed to significant scientific advances as diverse as organic opto-electronics, safer vaccines and potential treatments for viral infections, ways to combat antimicrobial drug resistance, improved food safety screening, and breast cancer research to allow early detection.

The School's research and teaching excellence is enabled by world-class facilities and laboratories that house a range of specialist equipment and instrumentation.

For more information, visit the School of Chemistry and Molecular Biosciences website: scmb.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

This position assists the Project Manager by providing administrative support for a team of UQ researchers and a wider Australian consortium developing a Rapid Response Vaccine Pipeline for epidemic preparedness.

Duties

Duties and responsibilities include, but are not limited to:

Administrative Support

- Provide administrative and financial support for all aspects of a large research project, including monitoring of budgets and timelines and reporting.
- Use proprietary and corporate systems such as project management software to assist the project leaders comply with requirements and objectives.

- As directed by the project leaders, liaise at an authoritative level with internal and external stakeholders to meet the administrative and facilities needs of the team, the School/Faculty/University and the CEPI consortium.
- Organisation and coordination of events/workshops/meetings and travel arrangements for project consortium members.
- Assist with preparation of meeting agendas and minutes, reports, and research relevant information for consortium members.
- Liaise with professional service teams within the Faculty (Finance Teams, Advancement, Engagement, Research Management, Facilities & Infrastructure, HSW, HR, ITS) to ensure effective and efficient administrative services are provided to the project.
- Assist with the compilation, checking and presentation of data for possible inclusion in reports and publications
- Provide support in all matters related to project management duties
- Perform other administrative duties as required by the Project leadership team

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
 - 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 Project Manager Christina Henderson and project co-leader A/Prof Keith Chappell, School of Chemistry and Molecular Biosciences.

SELECTION CRITERIA

- Qualifications and training equivalent to an undergraduate degree in microbiology, immunology, molecular biology or related field, with subsequent relevant administrative experience.
- Ability to prepare and monitor budgets and timelines, and to prepare project reports at a professional level.
- Excellent computing skills with:
 - Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
 - Experience with the use of Microsoft Project for tracking project progression.
 - Experience in recording, coordinating and reporting financial records.
- Ability to work productively as a member of a team and to successfully collaborate with colleagues.
- High level of communication and interpersonal skills;
- Ability to work to deadlines and perform under pressure.
- Commitment to upholding the University's values, and with the outstanding personal qualities of openness, respectfulness and integrity

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.