POSITION DESCRIPTION

Position Title: Administration officer
Organisation Unit: Queensland Cerebral Palsy and Rehabilitation Research Centre,
Position Number: 3038069
Type of Employment: Full –time fixed term until December 2020
Classification: HEW Level 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 (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, 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://uniquest.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’s 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.medicine.uq.edu.au.

Queensland Cerebral Palsy and Rehabilitation Research Centre (QCPRRC)

The Queensland Cerebral Palsy and Rehabilitation Research Centre (QCPRRC) is a research centre within The University of Queensland’s Child Health Research Centre in the Faculty of Medicine, and a research program for the State-wide Queensland Paediatric Rehabilitation Service situated within the Queensland Children’s Hospital. Its mission is to advance the health of children with cerebral palsy and related disabilities, supporting them and their families across their lifespan. It is closely linked with clinical services provided at the Queensland Children's Hospital, providing research leadership to the Queensland Paediatric Rehabilitation Service (QPRS), the Queensland Cerebral Palsy Health Service (QCPHS), and the Queensland Children’s Motion Analysis Laboratory (QCMAL).
Established in 2007, the QCPRRC is at the forefront of research both nationally and internationally with regular presentations at the Australasian Academy of Cerebral Palsy and Developmental Medicine, the European Academy of Childhood Disability and the American Academy of Cerebral Palsy and Developmental Medicine. The Centre has averaged approximately 30-35 peer-reviewed journal publications per year.

The QCPRRC has eight key research themes:
1. Neurorehabilitation: including multimodal interventions to optimise neuroplasticity.
3. Early detection of Cerebral Palsy, to predict outcomes and fast track families to early interventions.
4. Novel therapies: including the potential of stem cells and neuroprotection strategies.
5. Growth, nutrition, physical activity, physical fitness, and muscle mechanics.
6. Parenting interventions as a model of environmental enrichment.
7. Translational research: the implementation of evidence based interventions to clinical practice.
8. Evidence and education: training the next generation of clinical researchers (Medical and Allied Health).

The Centre is funded by the University of Queensland, Merchant Charitable Foundation, and through competitive (NHMRC, ARC, NIH, Queensland Government) and philanthropic funding. The Centre has been awarded two programs of funding: 1) an NHMRC Centre of Research Excellence (CRE), The Australasian Cerebral Palsy Clinical Trials Network (AusCP-CTN), and 2) a Queensland State Government - Advance Queensland Innovation Partnership, Advancing Cerebral Palsy in Queensland.

The QCPRRC has links and collaborations with the University of Queensland Perinatal Research Centre, and Children’s Nutrition Research Centre, the UQ Centre for Clinical Research (UQCCR), the Schools of Rehabilitation and Human Movement Sciences and the Queensland Brain Institute. Externally the Centre has ties with the Cerebral Palsy Alliance, Brain Research Institute, Murdoch Children’s Research Institute, Monash University and La Trobe University in Melbourne, and internationally with the Katholiek University Leuven, Belgium, the Karolinska Institute, Stockholm, University of Virginia, USA, and the Helene Elsass Centre in Denmark. Research conducted in QCPRRC is linked to the Queensland Cerebral Palsy Register (QCPR) and the Australian Cerebral Palsy Register (ACPR).

More information about the QCPRRC can be accessed through our website, http://qcprrc.centre.uq.edu.au

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

The purpose of the position is to provide administrative support for the entire Queensland Cerebral Palsy and Rehabilitation Research Centre, and executive support for the Scientific Director.
Duties

Duties and responsibilities include, but are not limited to:

Administration

- Provide executive administrative support to the Scientific Director, QCPRRC, and administrative assistance to the Managers, QCPRRC;
- Provide general administrative assistance for the Centre, including preparing agendas and minutes for meetings (staff meetings, and study meetings), calendar scheduling, room bookings, processing and keeping documented records of general administrative forms;
- Organise all study and conference related travel for staff and students (without budget responsibility), including travel form approvals, bookings, registrations, payments, documenting and reporting;
- Maintain the Centre website with input from staff and students;
- Maintain the internal database of Centre publications and conference presentations, track manuscript submissions by Centre staff and update publication database once accepted;
- Organise collation of the bi-annual newsletter with input from senior staff and study coordinators, including maintaining and checking address databases and coordinating mailouts;
- Organise administrative aspects of internal workshops, seminars, conferences, and promotional events;
- Develop and maintain Centre templates such as presentations, posters and flyers, and assist in the development and printing of any special media on a needs basis;
- Complete stationary, equipment, IT and special item orders, including maintenance, upgrades, payments and related documentation or record keeping;
- Develop and maintain standard operating procedures and manuals for the Centre with input from senior staff and study coordinators;
- Provide general guidance on basic policy and procedures for the Centre;
- Assist chief investigators of research projects with ethics submissions including investigating requirements and processes, checking policies, and collating certifications;
- Assist in the maintenance of other internal databases/lists (e.g., student leave, equipment register) including data cleaning (removing duplicates, identifying missing data), entering and updating data.
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 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 Research and Operations Manager, QCPRRRC and is based at
the Centre for Children’s Health Research Centre next to the Queensland Children’s
Hospital, South Brisbane.

SELECTION CRITERIA

Essential

- Completion of an undergraduate degree; or diploma qualification and at least two
  years subsequent relevant work experience; or an equivalent combination of relevant
  experience and/or education/training;
- Demonstrated competency in the conduct of administrative work including the ability
  to review work practices and update procedures and processes, or the demonstrated
  ability to rapidly acquire such knowledge;
- Excellent oral and written communication and interpersonal skills with the ability to
  liaise effectively and work with a wide range of people both internal and external to
  the University;
- Ability to exercise initiative and judgment as appropriate, and work in a flexible and
  dynamic environment with competing priorities to meet deadlines;
- Knowledge of the use of a wide range of computer applications in a network
  environment (particularly the Microsoft suite - Outlook, Word, PowerPoint, Excel;
  Endnote; and Adobe) in a large to medium sized organisation or the demonstrated
  ability to rapidly acquire such knowledge;
- Knowledge and experience in processing financial transactions in a large to medium
  sized organisation, or the demonstrated ability to rapidly acquire such knowledge;
- Excellent interpersonal skills including the ability to communicate effectively with
  clients by telephone, email and in person;
- Ability to prioritise own workload, work independently and meet deadlines with a high
  level of accuracy and attention to detail, and proactive in finding solutions to
  problems.
Desirable

- A sound knowledge of the University’s research administrative systems, procedures and practices or the ability to rapidly gain such knowledge;
- Knowledge and competency in UniFi, including raising requisitions and travel;
- Knowledge of the Queensland Hospital and Health Services' (Children's Health Queensland) administrative systems, procedures and practices.

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 (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.