POSITION DESCRIPTION

Position Title: Analysis & Development Coordinator, Life Course Centre
Organisation Unit: Institute for Social Science Research
Position Number:
Type of Employment: Contract, part time 0.8 FTE
Classification: HEW 7

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 (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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://uniqest.com.au/our-track-record).

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

Organisational Environment

The Institute for Social Science Research (ISSR) is a national leader in advanced interdisciplinary social science and evidence based policy research. ISSR researchers address some of the most important issues and challenges facing Australia today in areas such as education, employment, housing, social wellbeing, homelessness, policing and security, sustainability, and Indigenous studies. The Institute conducts research on priority issues and offers commercial services and training for public and private sector organisations. It also provides high-quality learning experiences for postgraduate and postdoctoral students, and has some of the most advanced research facilities for data collection and analysis in the country. The Institute employs over 100 faculty and staff, has an annual budget of $11 million and includes affiliated researchers in the fields of political science, sociology, social policy, geographical sciences, economics, psychology, education, demography, mathematics and statistics.

The ARC Centre of Excellence for Children and Families over the Life Course (the Life Course Centre) advances research targeted at reducing the intergenerational transmission of disadvantage in Australia and internationally. The Centre tackles the problem of deep and persistent disadvantage which is characterised by the spread of social and economic poverty within families and across generations despite overall improvements in the broader society. The Life Course Centre aims to identify the drivers of disadvantage in Australia and to develop innovative solutions to mitigate or reverse its impact. To achieve these aims, the Centre:

1) Identifies the principal causes of disadvantage in Australian families and the key threat points in a person’s life course so that public resources can be directed appropriately towards pre-identified risks.
2) Examines the impacts of remedial public policy and public/private program solutions to disadvantage.
3) Implements a range of social interventions to evaluate the effectiveness of targeted solutions to reduce disadvantage on multiple levels, including a population trial of parenting interventions.

The University of Queensland is the administering node for the Centre and the collaborating organisations include the University of Western Australia, the University of Sydney and the University of Melbourne.

Information about the Life Course Centre may be accessed at http://www.lifecoursecentre.org.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 Analysis & Development Coordinator supports the Life Course Centre’s requirement to track performance against the objectives of the Centre of Excellence scheme, and report on progress towards goals to the Australian Research Council, University of Queensland, Centre partners and stakeholders. This includes collating and analysing the Centre’s Key Performance Indicators, and providing high-level bibliometric, altmetric and publication analysis. The Analysis & Development Coordinator provides support to the Capacity Building Portfolio Leader and is the staff member with primary responsibility for ensuring that the Capacity Building Portfolio can deliver professional development opportunities and training for Centre researchers and students in support of the Centre and the scheme’s goals.

Duties

Duties and responsibilities include, but are not limited to:

Reporting
- Ensure that the Centre’s Key Performance Indicator Reporting system (the Reportal) is fit for purpose, user friendly and aligned to the Centre’s KPIs and other data needs.
- Project manage upgrades and improvements to the Reportal, including in response to changing requirements from the Australian Research Council.
- Ensure that Centre researchers and staff are entering required information regularly, including issuing regular reminders and reports for users, and offering training and support as needed.
- Check and approve all Reportal entries.
- Provide interim reports to Centre Executive and produce annual reports for the Australian Research Council in the required format.

Analysis
- Produce bibliometric, altmetric and other publications analysis of Centre research as required.
- Produce analysis of KPI and other performance trends as required, to inform Centre strategy and operations.
- Maintain currency of technical knowledge and professional expertise in analytics.

Development
- Produce recommendations for capacity building and professional development activities for Centre researchers and students, based on analysis produced, as well as other information such as staff and student surveys.
- Project manage the development and delivery of agreed capacity building and professional development activities.
- The position has specific responsibility for Centre students, including induction of students and support for the Student Forums.

Governance
- Provide governance support to the Capacity Building Portfolio Committee, including developing agendas in consultation with the Capacity Building Portfolio Leader, and producing papers for committee consideration. Be a member of the committee.
• In consultation with the Chief Operating Officer, prepare documents and recommendations for the Centre Executive Committee and Chief Investigators’ Research Committee.

**Administration**

• Administer staff and student travel grant schemes.
• Administer Centre mentoring program
• Monitor the Capacity Building Portfolio budget and provide advice to the Portfolio Leader.
• Administer the ISSR summer and winter scholar programs.
• Ensure that student information on the Centre website is accurate and up to date.
• Complete Reportal data entry for some categories of reporting.

**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 Chief Operating Officer, Life Course Centre. The position works closely with the Capacity Building Portfolio Leader (who may be an employee of another university), and is expected to work closely with the Centre Director and members of the Centre Executive across all four universities involved in the Centre.
SELECTION CRITERIA

Essential

- A degree including some quantitative analysis training, with at least four years subsequent relevant experience; or extensive relevant experience and demonstrated relevant technical expertise; or an equivalent combination of relevant experience and/or education or training.

- Demonstrated analytical skills particularly with quantitative analysis, including the capacity to present information in a meaningful and engaging way, and to provide strategic and operational advice on the basis of trends identified.

- Demonstrated project management skills for projects requiring significant coordination and liaison with multiple groups.

- Highly developed interpersonal skills both written and oral, including the demonstrated ability to consult, negotiate and liaise effectively with diverse groups within and external to the organisation and work cooperatively with colleagues across the organisation.

- Excellent organisational and time management skills with the ability to set priorities and meet multiple deadlines while remaining flexible and responsive to organisational needs.

Desirable

- Experience in the use of reporting or business intelligence systems, or the capacity to rapidly gain such knowledge.

- Experience in bibliometric and altmetric analysis, or the capacity to rapidly gain such knowledge.

- Sound knowledge of the tertiary sector, particularly as relates to research and research higher degrees, or a capacity to rapidly gain such knowledge.

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 recruitment@uq.edu.au.