POSITION DESCRIPTION

Position Title: Project Manager-Building Transition Project
Organisation Unit: School of Chemical Engineering
Position Number: NEW
Type of Employment: Full-time, Fixed Term (1 year)
Classification: Hew Level 9

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.

Organisational Environment

The School of Chemical Engineering is an international leader in the chemical engineering field and has an excellent reputation, built over many decades at The University of Queensland.

We deliver quality programs and leadership in chemical engineering education, research and development, and expert consulting to support the process industries. Undergraduate teaching within the School focuses on the disciplines of chemical, biological, environmental and metallurgical engineering and postgraduate programs are available in growing fields including water, sustainable energy and petroleum engineering.

The School’s project-centered curriculum was recently recognised as an international exemplar of engineering education. Worldwide, UQ Chemical Engineering was ranked 33rd in the QS World University Rankings 2017 for chemical engineering. We also received the highest score for chemical engineering in Australia in the Excellence in Research for Australia study (2015). Central to the School’s success are our staff, specifically the academic, research and professional staff. They are engaged in pioneering teaching and research crossing traditional disciplinary boundaries, mindful of their role in addressing the big challenges that lie ahead.

As the School enters an exciting phase of building on recent successes in individual industry-linkages and international-research partnerships we are interested in new staff to join us on this journey to further increase our local and international impact in learning and discovery in chemical engineering.

Our people are our greatest asset. We offer collaborative, inclusive work and study places, which are enriched by the significant diversity of our staff, students and community. We genuinely believe that creativity and innovation flourishes in an environment where people feel supported, valued and empowered. Mutual respect, inclusivity and accountability are at the cornerstone of UQ’s culture.

The School is committed to supporting the career growth of women researchers and have a number of initiatives to support women in developing and achieving a fulfilling research career at the School.

For more information about the School, please visit: www.uq.edu.au/chemeng

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 primary purpose of this role is to manage the transition of the School of Chemical Engineering from its current physical locations to the new Andrew N. Liveris Building which is to be opened mid-2021. The role will support the School Manager and Head of School in the design, planning and all aspects of the move to the new building.

Duties

Duties and responsibilities include, but are not limited to:

Planning /Building

- Identify any gaps between current plans and what is required for the infrastructure within the building. This will include; gas management, waste management, IT, deliveries, power etc. to ensure efficient operation and safe design principles.
- Develop detailed equipment layout plans for the offices, laboratories and storage areas by liaising with academics, professional staff, Properties and Facilities and the architects, and builders, to ensure all specific requirements are met to ensure and compliance with health and safety and smooth, efficient operations.
- Develop space management principles and guidelines for both offices and laboratories to ensure the best use of laboratory space while taking into account the compatibility of the work to be performed in these spaces.
- Develop and plan schedules for the physical move, including milestones, and logistics, by negotiating and liaising with all stakeholders for a seamless transition. Stakeholders will include, Management, Academics, Professional Staff, Workplace Health and Safety, Property and Facilities Division and others.
- Serve as a liaison for management, academics and other staff for all information regarding the new building including, timeframes, moving schedules, and general operations of the new building.
- Provide assistance with material and equipment selections and recommendations.
- Develop manuals for all operational plans for the new building, including lab management and safety.
- Liaise with appropriate stakeholders in relation to any site or construction related issues.

Moving

- Control and supervise the physical move, ensure all stakeholders are prepared, and well informed, keeping within the timeframes in the schedules, being the main point of contact for employees, maintaining a high level of safety and minimising the impact on the general day to day operations of the school.

General

- Negotiate, liaise and influence with all stakeholders involved with the move
- Establish and maintain stakeholder relationships and serve as a liaison, through effective communication, negotiation and issues management to engage stakeholders and ensure project deliverables are met.
- Monitor and evaluate all aspects of project implementation, including risk and contingency management.
• Schedule, supervise, train and coordinate the activities of academics, visitors and students to ensure that the work/research area follows developed principles, schedules, and manuals to meet established quality standards and regulations.
• Any other duties as reasonably directed by your supervisor.

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 School Manager, School of Chemical Engineering.

Information for Prospective Staff

The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

Further 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
SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to a postgraduate degree in Engineering, Science or related field; or an equivalent combination of relevant experience and/or education/training.
- Proven ability to efficiently and effectively manage chemical engineering/bio laboratories.
- Extensive experience in safety management and maintenance management within scientific/chemical facilities, specifically in relation to chemicals, gases, pressure, and biological hazards.
- Proven ability to manage large scale projects with multiple stakeholder’s involvement.
- Ability to influence and negotiate with Employees, Academics, Property and Facilities Division, Builders and Architects.
- Ability and understanding of how to interpret and apply university policy and procedures as they relate to OHS, building and laboratory operations and maintenance.
- Natural problem solver and lateral thinker, with excellent negotiating and decision-making skills.
- Hands on, practical experience in Change Management.
- Ability to prioritise competing work demands and meet deadlines.

**Desirable**

- Previous experience in managing a building move with complex equipment and safety requirements.

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.

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

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