### POSITION DESCRIPTION

**Position Title:** Project Coordinator  
**Organisation Unit:** Centre for Coal Seam Gas  
**Position Number:** 3035770  
**Type of Employment:** Full time, fixed term up to 18 months  
**Classification:** Hew Level 6  

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**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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), 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 our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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 this will be a strategic focus going forward.

Organisational Environment

Australia’s onshore natural gas industry has expanded rapidly with the establishment of a new Coal Seam Gas-Liquefied Natural Gas industry in Queensland. In this evolving environment, The University of Queensland recognised a need for a coordinated access point to address the community, government and industry challenges.

The Centre for Coal Seam Gas (CCSG) was established in 2012 to conduct and support research and education within onshore gas, creating a scientific energy platform.

The Centre conducts research and supports education in key discipline areas including economics, business, petroleum engineering, geosciences, water, ecology and social sciences. The Centre also provides independent advice to industry and government on policy or business-relevant matters, leadership on scientific and technical issues as well as strategic planning.

Led by the Centre Director, the Centre is managed by a core team who oversees its operations. Central to the team are five professorial research chairs who cover the areas of geoscience, petroleum engineering, groundwater and social performance.

The Centre draws on the extensive research and educational capabilities across UQ’s schools and institutes and collaborates with industry and research organisations, nationally and internationally.

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 Centre 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 Centre.

For more information about the Centre, please visit: https://ccsg.centre.uq.edu.au

Information for Prospective Staff

The Centre 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 Centre 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
DUTY STATEMENT

Primary Purpose of Position

The Project Coordinator will work closely with the Centre Director, CCSG Professorial Chairs (Chairs) and Operations Manager in implementing and coordinating activities/projects in line with the Centre’s Strategic and Business plans.

Duties

Duties and responsibilities include, but are not limited to:

Project Coordination

- Provide guidance for Chief Investigators (CIs) and other researchers in regards to the preparation of project budgets and workplans, ensuring use of standard templates and adherence to the CCSG funding agreement.
- Manage, monitor and report project progress by proactively engaging with CIs and researchers, and ensuring regular updates into the project management system.
- Support Chairs and CIs to manage changes to project scope/budget and coordinate milestone review activities and approvals (including End Stage Reviews and variation requests).
- Maintain CCSG project management system – including creating accounts, setting up projects, providing training, ensuring all materials are uploaded.
- Develop and maintain document control systems.
- Maintain and improve project processes, including process mapping and template creation.
- Provide Project reports and updates as requested to enable the Centre to meet external and internal reporting requirements, including key performance indicator reporting activities and reports to external funding bodies.
- Develop and maintain linkages/relationships with Centre member representatives, project chief investigators, researchers, and professional staff through the administration of the project management system and Centre reporting requirements.
- Work with the Operations Manager and Research Manager in the planning, management and preparation of meetings for the Strategic Advisory and Technical Advisory Boards, and assist with the development of necessary, complex documentation.

Finance

- Assist in the preparation of project budgets to meet project activities in a timely and efficient manner in line with the University’s Policies and Funding Bodies’ requirements.
- Monitor project budgets, including milestone reporting and end of project reconciliation processes.

Administration

- Provide executive level support to the Centre Director by prioritising their time - planning for present and future commitments, maintaining an electronic diary, preparing all relevant meeting papers as well ensuring diplomatic and sensitive
handling of requests and exercising judgement regarding the urgency of these requests.

- Coordinate travel arrangements and general expense claims for the Centre Director. Complete internal travel approval requests and prepare all international travel paperwork including visa applications.
- 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 CCSG Operations Manager.
SELECTION CRITERIA

Essential

- A degree with at least four years relevant experience or an equivalent combination of relevant experience and/or education/training.
- Project coordination experience and skills, including budgeting, work plan development/scheduling, monitoring, documenting and reporting progress.
- Excellent organisational and time management skills with the ability to manage competing priorities while still meeting deadlines, maintaining attention to detail and accuracy.
- Demonstrated high level oral and written communications skills, particularly the ability to liaise and consult; to prepare reports and to communicate with diverse groups both within and external to the Centre.
- Strong interpersonal skills, including the ability to work collaboratively with colleagues and effectively build relationships with a diverse group of stakeholders, colleagues, and staff.
- Ability to work autonomously and be self-motivated, combined with a high level of initiative and strong work ethics.
- Proficiency in Excel, Word, Excel, PowerPoint and experience in project management systems.

Desirable

- Knowledge and experience of working within a University environment and experience in working within a University-Industry research collaboration would be highly regarded.
- Awareness of Key Performance Indicators (KPIs) frameworks/systems and the ability to develop expertise in this area.

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.