POSITION DESCRIPTION

Position Title: Characterisation Training Coordinator
Organisation Unit: National Imaging Facility / Centre for Advanced Imaging
Position Number: 3043172
Type of Employment: Full-time fixed term
Classification: Hew Level 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 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 (65). 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://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

National Imaging Facility

The National Imaging Facility (NIF) is an Australia wide collaborative network of world-class imaging infrastructure, which was established in 2007, one of the four initiative projects implemented by the Australian Government, under the National Collaborative Research Infrastructure Strategy (NCRIS) Characterisation capabilities program. NIF provides state-of-the-art imaging capabilities for the imaging of human, animals, plants, and materials and consists of 10 Nodes (University of Queensland, University of New South Wales, University of Sydney, Western Sydney University, The Florey Institute of Neuroscience and Mental Health, Large Animal Research & Imaging Facility, University of Melbourne, Monash University, Swinburne University of Technology, and University of Western Australia) together with ANSTO, as a national partner in radiophysics and radiopharmaceuticals.

Connecting Researchers with Infrastructure, NIF provides cutting-edge imaging technologies and highly specialized expertise in three main themes of:

- Molecular Imaging and Radiochemistry;
- Human Imaging; and
- Animals, Plants, and Materials Imaging.

The NIF organizational structure consists of Independent Board, Participant Council, Operations Committee, Thematic Groups, Industry Engagement Committee and Advisory Panel, and the NIF Central management team. The Centre for Advanced Imaging (CAI) at the University of Queensland hosts the largest Node of NIF and is also the base of NIF Central Management. For further information on NIF please visit www.anif.org.au.

Centre for Advanced Imaging

The Centre for Advanced Imaging (CAI) is a strategic initiative of The University of Queensland, reflecting the growth in biotechnology, biomedical and materials research requiring advanced imaging capabilities. As a leading imaging research facility in Australia, and one of a handful in the world, CAI brings together the skills of a critical mass of researchers and ‘state-of-the-art’, world- or Australian-first research imaging instruments. NMR, EPR, MRI, PET, CT and optical imaging are now key platform research technologies for studying the structure and function of biomolecules and living organisms, from proteins to the human.

Further details on the Centre for Advanced imaging and the research interests of its staff can be found on CAI’s website www.cai.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 NIF UQ node at the CAI is a partner in the Characterisation Virtual Laboratory (https://www.massive.org.au/cvl) as part of the National eResearch Data Cloud funded C-DeVL projects (https://nectar.org.au/?portfolio=characterisation-virtual-lab). The Characterisation Virtual Laboratory (CVL) is an online infrastructure that provides access to imaging and data management tools. It provides a remote desktop environment, which provides access to a range of tools to process atom probe, neuroimaging, structural biology, X-ray and general imaging data. NIF is responsible for the coordination of a nation-wide training program which includes development of training material and delivering courses that promote the principles of FAIR data. Details of FAIR data are explained here: https://www.ands.org.au/working-with-data/fairdata

The primary purpose of this position is to develop and deliver training material for the CVL in conjunction with experts in the field and manage training events with varying delivery formats at multiple sites within Australia. The position will liaise with multiple nodes of the NIF and other related organisations to schedule and build interest in training courses. A degree of national travel will be required as part of this role.

Duties

Duties and responsibilities include, but are not limited to:

Course Development

- Develop and deliver a programme of training in collaboration with experts in the field for the CVL.
- Manage the delivery of courses at multiple sites within Australia.
- Develop domain-specific course material in collaboration with Australian Research Data Commons (ARDC).
- Establish evaluative measures for training courses.

Course Management

- Represent the project to key stakeholders and at local, state, and national meetings, as needed.
- Liaise with other stakeholders in the external community to identify training locations and organise venues, speakers, and local technical support.
- Monitor, evaluate and report on project progress and effectiveness to the Project Lead and relevant stakeholders.
- In cooperation with the Project Lead, prepare all progress and final reports to meet milestones.
- Coordinate and maintain training resources of CVL website.
- Maintain appropriate project documentation and records in collaboration with the Project Lead and NIF central Management.
- Participate in overall C-DeVL project implementation, including but not limited to attendance at fortnightly teleconferences and quarterly face-to-face meetings.
- Any other duties as reasonably directed by the Project Leader.
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 NIF CEO, Prof Graham Galloway, and is based at CAI.

SELECTION CRITERIA

Knowledge and Skills

Essential

- A degree with at least four (4) years subsequent relevant experience including
  development of educational coursework; or extensive experience and management
  expertise in a relevant field; or a combination of relevant experience and/or
  education/training.
- Course management skills including demonstrated ability in the development of
  training courses and supporting material.
- Knowledge of the Characterisation field and Data Curation tools.
- High level of competence and experience in managing complex projects with multiple
  stakeholders, including the ability to communicate, consult and negotiate with
  stakeholders to ensure project objectives are met.
- Strong planning, problem-solving and project management skills, demonstrating the
  ability to monitor work processes, set priorities, and meet deadlines.
- Knowledge of and experience in training techniques, including ability to use a range
  of approaches to meet community needs.
- Experience working independently and as part of a team with an ability to interact
  with people from diverse backgrounds.
- High level oral and written communication skills, including demonstrated ability to
  write reports with close attention to details.
- Strong organisational and time management skills, including the ability to work
  independently and prioritise own workload.
- High level of competency with online collaborative tools (eg: Zoom).
• Excellent interpersonal skills including the ability to communicate effectively by telephone, email and in person.

Desirable

• Knowledge of characterisation analysis methods, in domains such as neuroimaging, microscopy
• Knowledge of F.A.I.R. data management practices
• Experience with use of Linux based scientific analysis platforms.
• Experience with eResearch projects such as ARDC (formerly RDS, NeCTAR, and ANDS) and virtual laboratories.

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.