## POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Project Support Officer</th>
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<tbody>
<tr>
<td>Organisation Unit</td>
<td>Centre for Health Services Research</td>
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<tr>
<td>Position Number</td>
<td>New</td>
</tr>
<tr>
<td>Type of Employment</td>
<td>Full Time – Fixed Term (12 months - possibility of extension)</td>
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<tr>
<td>Classification</td>
<td>HEW Level 5</td>
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</tbody>
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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 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

UQ Centre for Health Services Research

The UQ Centre for Health Services Research is one of five Research Centres in the Faculty of Medicine. The primary purpose of the Centre is to improve the delivery of health care through research which examines health systems performance and identifies mechanisms to improve access, effectiveness and efficiency. The Centre has research strengths in telehealth, geriatric medicine and aged care, renal medicine, clinical trial design and administration and biostatistics. The Centre engages 20 clinicians and research staff, 27 professional staff and has a large cohort of higher degree research students.

The vision of the UQCHSR is to improve health outcomes for patients, with a particular focus on those with chronic disease or frailty, for remote communities and those with other forms of disadvantage or vulnerability. This will be achieved through strong engagement of researchers and practitioners across the translational spectrum, from basic, through clinical and health trials, to implementation, this will enable outcomes such as improved health care services, new clinical products, policies or educational improvements. UQCHSR will be recognized for its strong engagement with health services and industry, and outcomes arising from addressing clinically important research questions. It will also have a reputation for the provision of outstanding clinical research training, pre-clinical and clinical research services (e.g. clinical trials design and data analysis), and clinical trial linked service provision.

The UQCHSR is located both at the PA Hospital campus in Woolloongabba, South Brisbane and the Oral Health Centre, Herston, with activities based in the Hospital, the Clinical Research Facility and associated with research activities both nationally and internationally.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.uq.edu.au/faculty-school.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

The position will undertake a range of tasks encompassing provision of administrative assistance and support to the Program Lead and Research Manager of the Digital Health Program and Queensland Digital Health Academy Research Group.
Duties

Duties and responsibilities include, but are not limited to:

- General office duties associated with secretarial support, including and updating endnote and website content.
- Function as the initial point of contact for enquiries and correspondence for the research group.
- Maintain the Digital Health Program Lead calendar, including reminders and the organisation of meeting papers, speaking arrangements and research commitments.
- Refer enquiries and correspondence, for action or advice, to relevant staff members and seek timely follow-up.
- Arrange purchases for general office function and hospitality, liaising with the Faculty of Medicine finance team.
- Assist with travel coordination - lodging travel requests, reconciling travel statements, booking flights and accommodation.
- Organise staff meetings, to include agenda distribution and minute taking.
- General office finance reporting and administration, including reimbursements, petty cash, cab vouchers.
- Organise seminars and events as required, including liaison with key contacts and guest speakers.
- Assist with promotions and marketing for Centre related activities.
- Other general office or support as required.

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 Jenny Johnston, Research Manager of the Centre for Health Services Research.

Location

The position will be based at the CHSR offices located at the Oral Health Centre, Herston.
SELECTION CRITERIA

Essential

- Bachelor degree in a health or research related discipline or an equivalent combination of relevant experience and/or education/training.
- Strong skills in the use of core office software applications (e.g., Microsoft Word, PowerPoint and Excel).
- Experience in providing project administrative support to a team, including travel and financial aspects.
- Excellent written and verbal communication skills.
- Excellent organisational and time management skills, including the ability to manage competing tasks.
- Ability to work both collaboratively and independently with commitment to efficient teamwork.
- Flexible and adaptable to accommodate busy periods.
- Administrative experience in a research environment. Project and change management experience is an advantage.

Desirable

- Interest in continuous improvement, especially in the area of health delivery
- Interest in research project and change management

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
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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 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 recruitment@uq.edu.au.