



POSITION DESCRIPTION

Position Title:	Australian Biocommons Training and Communications Officer
Organisation Unit:	Research Computing Centre
Position Number:	New
Type of Employment:	1-year fixed term, full time
Classification:	HEW Level 8

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 role will be hosted by the Research Computing Centre (RCC) within the QCIF's Facility for Advanced Bioinformatics (QFAB) to deliver on a national role as part of the Australian BioCommons.

The Research Computing Centre (<https://rcc.uq.edu.au>) provides coordinated management and support of The University of Queensland's sustained and substantial investment in eResearch such as High-Performance Computing, data storage, cloud computing, data management, visualisation and workflow system.

QFAB (<http://qfab.org>) provides on-demand data science skills to help life science and health researchers unlock the full value of their research data through the application of bioinformatics and biostatistics.

The Australian BioCommons (<http://biocommons.org.au/>) is a large-scale investment in digital infrastructure to establish an ambitious new digital capability that will define and deliver data infrastructure needs for the bio-molecular sciences community in Australia, across environmental, agricultural and biomedical science.

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

Digital technologies are proving transformational for life sciences. Providing Australian researchers with access to essential tools, methods and training is critical to their ability to respond to national challenges such as food security, environmental conservation and disease treatments, and to remain competitive in the global digital ecosystem. In that context, the Australian BioCommons is committed to enabling critical workforce transition by focusing on the training needs of both life scientists and bioinformaticians. To enact this mission, the Australian BioCommons Training and Communications Officer will:

- Commission, organise and deliver hands-on bioinformatics training webinars, workshops and courses in collaboration with international and local partners
- Develop new training workshop content in partnership with Australian and international content experts and a new national network of trainers and facilitators
- Assess ongoing training needs of the research community
- Increase the uptake of the services and products of the Australian BioCommons and their partners

Duties

Duties and responsibilities include, but are not limited to:

Training program

- Assist in the development of the Australian BioCommons' national training strategy.
- As part of the Australian BioCommons Team, ensure alignment with the current strategic and future activities of the program
- Support the Training and Communications Manager to realise the Australian BioCommons Training and Communications Plans
- Assist in the management and delivery of the Australian BioCommons' national bioinformatics training program.
- Anticipate the need for, and assess the suitability of new training courses.
- Develop and implement training event operations, administration and logistics.
- Develop and implement procedures for measuring outcomes of training activities.

Stakeholder management

- Proactively maintain strong relationships with staff in the Australian BioCommons Hub and Australian BioCommons affiliated organisations, to keep actively abreast of stakeholder needs.
- Manage a network of specialist trainers and facilitators to ensure training materials contain the appropriate level of academic and technical rigour, are fit-for-purpose and that appropriate systems and venues are utilised for all events.
- Manage relationships with bioinformatics platform providers (e.g. Galaxy Australia) to ensure any platforms used for training events are available and appropriately resourced.
- Define standards for training course design, production and presentation.
- Research a variety of sources and implement effective solutions to complex problems and new service or training opportunities.
- Manage the design, production and presentation of new training courses for complex technical and scientific systems.
- Assist in the administration of the Australian Biocommons Training Advisory Group

Communications

- Promote the Australian BioCommons training & outreach services to ensure rapid and successful uptake
- Develop, compile and maintain a publicly available, web accessible register of trainers, training materials and events that are associated with the Australian BioCommons Bioinformatics Training program
- Generate content for various channels including online, newsletter and Twitter

Other

- Other duties consistent with the position where required and/or requested by the Training and Communications Manager, Australian BioCommons
- 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 Director of QCIF Facility for Advanced Bioinformatics within UQ and to the Training and Communications Manager within the nationally distributed Australian BioCommons initiative.

SELECTION CRITERIA

- PhD degree in a relevant life sciences discipline or progress towards this with extensive experience as a researcher or an equivalent combination of relevant experience and/or education/training.
- A minimum of 2 years experience supporting a bioinformatics training program at a national or international level.
- Expert knowledge of the life science research environment with experience in the use of computational methods.
- Demonstrated knowledge of strategies and methodologies used to upskill life science researchers in bioinformatics theory and practice.
- Capacity to anticipate and assess suitability of new training courses, including defining appropriate standards for training course design, production and presentation.
- Capacity to establish mechanisms for evaluating training and outreach activities to ensure continuous improvement.
- Demonstrated ability to integrate complex information from a variety of sources into strategy and action.
- Capacity to identify and capitalise on new opportunities to deliver training and communications outcomes.
- Demonstrated ability to communicate effectively with scientists and the broader research community and to understand their needs.
- Experience in communicating technical and scientific concepts via a variety of formats.
- Ability to work collaboratively to achieve desired results as well as the ability to work independently and prioritise own workload.
- High level of initiative, judgement and problem solving with a collaborative approach to teamwork.
- Professionalism and integrity with excellent interpersonal, oral and written communication skills.
- Capacity to embrace novel ideas and high commitment to customer service and continuous improvement.

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.