POSITION DESCRIPTION

Position Title: Research Coordinator
Organisation Unit: Rural Clinical School
Position Number: NEW
Type of Employment: Part-time, Fixed-term
Classification: HEW 5

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://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.

**Faculty of Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at [www.medicine.uq.edu.au](http://www.medicine.uq.edu.au).

**The University of Queensland Rural Clinical School**

The University of Queensland Rural Clinical School (UQRCS) envisages securing a self-sustaining medical workforce for regional Queensland through excellence in medical education, research and community service. With a footprint encompassing the greater part of central and western regional Queensland, the School comprises four clinical sites – Rockhampton, Bundaberg, Hervey Bay and Toowoomba. Significant investment in people and training infrastructure at each site provides the operational focus for a network of smaller clinical training locations in host communities across the state. With a recurrent budget of up to $9 million per annum provided through the Australian Government’s Multidisciplinary Rural Health Training (MRHT) program and a capital works portfolio in excess of $20 million, UQRCS is a substantial enterprise.
The Clinical School is the rural base for the delivery of the UQ medical program. There is a long tradition of success working in partnership with healthcare systems and service providers to train senior (Phase 2) medical students. Each year, more than 500 medical students engage with the rural experience through a range of long term (1-2 years) placements or shorter term (4-16 weeks) learning opportunities.

The learner experience is characterised by real world, rich and authentic learning opportunities and extensive community involvement. In this regard, our work is informed by the Academic Discipline of Rural and Remote Medicine which is embedded in our education structure. UQRCS pursues the latest innovations in medical education and training. There is a focus on scenario-based training in purpose-built Simulated Learning Environments (SLE) together with Technology Enabled Learning (TEL). Our learning framework supports a more generalist, integrated approach to deliver well-trained, safe and work-ready interns to local training hospitals.

In partnership with the health system, the health care profession (including the Colleges) and education providers, UQRCS engages with every stage of the rural health learning continuum. The journey starts with learners of rural origin health care, progresses through undergraduate and pre-vocational training and culminates with contributions to vocational training and continuing professional development.

A rapidly expanding research profile focusses on clinical research, epidemiology/population health and rural health workforce. There is a significant component of Indigenous health research, particularly programs designed to translate and improve health outcomes amongst the Indigenous population. Research productivity is evidenced through a successful track record in attracting competitive funding from agencies such as the NHMRC and, in 2015, at least 51 peer-reviewed manuscripts published in journals varying from ‘Rural and Remote Health’ to ‘Nature Genetics’.

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](http://www.uq.edu.au/current-staff/working-at-uq)

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position is to support and coordinate research and development activities performed by the RCS research team. As a member of the research team, the position will contribute to the effective and efficient coordination of rapidly expanding research portfolio and maximise research impact in rural and remote Australia.

Duties

Duties and responsibilities include, but are not limited to:
• Provide administrative support in the development, implementation, monitoring and reporting of research programs and activities within the RCS research team.

• Assist and coordinate the submission of funding applications and ethics submissions and annual reports in accordance with relevant policies and guidelines.

• Liaise with other University departments and ethics committees as required for the initiation and conduct of research projects.

• Identify and engage with external service providers, including contracting and tendering processes on behalf of the research team.

• Coordinate with members of the research team and organise relevant research meetings and events on a regular basis.

• Maintain a record of research projects, protocols and research outputs.

• Provide support to the RCS academic staff including HDR students at the RCS.

• Liaise with collaborators and stakeholders to ensure transparency and compliance with contracted arrangements.

• Assist the research team in longitudinal tracking studies including the UQMediCoS study and other data linkage studies.

• Data entry, management and storage of research data for RCS supported studies.

• Ensure that RCS meets research governance, compliance and occupation health and safety requirements.

• Identify potential funding opportunities and provide high level advice and guidance to RCS staff regarding UQ and external research funding databases.

• Develop, review and evaluate operational policies, procedures and systems within the RCS to ensure the efficient delivery of high quality research and related outputs.

• Identify, plan for and prioritise equipment requirements and purchases including consumables for the RCS Research Centre within the allocated budget.

• Coordinate the use of research facilities and equipments by researchers, students and external clients.

• Manage the reporting process on the Clinical School's research profile/activities and maintain the website of RCS.

• Assist in maintaining strong working relationships and networks with key external stakeholders including research partners, clients, Governmental agencies and internal entities such as Ethics Committees and other research Institutes and centres.

• Maintain existing research collaborations and partnerships and promote RCS research at every possible opportunity.

• 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 Director of Research, Rural Clinical School.

Other Requirements

This position may require some travel, the individual must be willing to undertake air travel as needed particularly between the Rural Clinical School sites and any of the University’s domestic campuses or locations.

SELECTION CRITERIA

Essential

- Completion of a degree with relevant work experience OR an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in research activities, including experience in the coordination of research teams in the preparation and submission of research grant applications, ethics submissions, tender documents and research reports
- Demonstrated skills and experience in coordinating multiple projects with competing priorities
- Excellent interpersonal skills including the ability to communicate effectively with research staff, students and external clients by telephone, email and in person.
- Strong organisational skills, including a demonstrated capacity to make independent and informed judgement.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- High-level computer skills in a variety of packages and the ability to become an effective user of business enterprise systems.
- Previous administrative experience in a University or similar organisation with a particular focus on research activities.
- Experience in building and maintaining co-operative working relations with stakeholders both internal and external.
- A strong orientation to the provision of a high level of service with a particular emphasis on the achievement of outcomes
- Willingness and ability to demonstrate initiative and accept responsibility
- Demonstrated ability to deal with sensitive issues, maintain confidentiality and provide impartial advice.

Desirable
• Experience in and a commitment to living and working in rural and/or regional Australia.

• Sound knowledge and understanding of University research administration systems, financial management systems, procedures and practices, or the ability to rapidly acquire such knowledge.

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.