POSITION DESCRIPTION

Position Title: Centre Manager
Organisation Unit: Clem Jones Centre for Ageing Dementia Research
Position Number: 3027411
Type of Employment: Part Time (0.7FTE), Fixed Term for 36 months
Classification: HEW Level 9

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 (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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://uniqquest.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

Established in 2003, QBI (www.qbi.uq.edu.au) is housed on the St Lucia campus of UQ. It is home to more than 400 staff, including 36 group leaders, working across a range of disciplines, focused on discovering the fundamental mechanisms that regulate brain development and function in health and disease. In 2011 the Queensland Brain Institute (QBI) established the Centre for Ageing Dementia Research (CADR), focusing on understanding pathogenic mechanisms at a molecular and cellular level and using this insight to develop therapeutic strategies for the prevention and treatment of ageing dementia as well as better diagnostic tools.

Over the past decade QBI has become as one of the world’s leading neuroscience research institutes. It played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in both the 2010, 2012, and 2015 Excellence in Research for Australia (ERA) reviews, one of only two universities in Australia to achieve this.

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 primary purpose of the Centre Manager position is to lead and manage the operations of the Clem Jones Centre for Ageing Dementia Research. The Centre Manager works with the Centre Director to develop and implement strategic and operational plans for the Centre that are in line with requirements of external funding bodies and the requirements of UQ and QBI. This position works with the Centre Director and with QBI leadership to ensure Centre stability and sustainability. The Centre Manager takes responsibility for: budget development and management; coordination of the Centre’s operational support arrangements; external reporting; and engagement with internal and external stakeholders. The position also takes a key role in the development of major funding proposals.

Duties

Duties and responsibilities include, but are not limited to:

Strategic, planning and operational management

- Develop Centre policies, strategies and plans in conjunction with the Centre Director and QBI Leadership, and lead the implementation of plans as agreed.
- Develop linkages/relationships with potential new partners and collaborators of the Centre.
• Represent the Centre in high-level meetings with Federal and State Government, industry and not-for-profit groups as required.

• Investigate and develop options for government and philanthropic funding, and work with the Centre Director to develop strategic research funding proposals and business plans.

• Represent and manage the Centre’s position on legal contracts and Intellectual Property issues.

• Establish best-practice systems and procedures to ensure the effectiveness of the Centre’s operations.

• Advise the Centre Director on major internal or external policy changes and their implications for the Centre.

• Proactively advise the Centre Director and QBI Leadership on the identification, management and mitigation of risk.

• Track progress against strategic and operational plans and progress against KPIs, milestones and other requirements within external funding agreements.

• Draft progress reports and prepare the Centre’s annual reports to major funding bodies.

• Provide executive officer support for the Centre Advisory Board and relevant Centre committees.

• Develop and maintain strong relationships with key external clients of the Centre.

• Maximise opportunities for Centre engagement with dementia representative groups, with clinicians and the community to ensure the Centre achieves and maintains a high public profile.

• Establish and maintain effective working relationships with members of the Centre, research leaders and other key internal stakeholders of the Centre.

• Undertake specific projects for the Centre Director and QBI Leadership as required, often involving complex matters and short timeframes.

Financial and other resource management

• Manage the Centre budget and related financial processes including the preparation of financial reports and analysis for submission to the Centre Director and QBI Leadership;

• Oversee the development of three year forward projections of Centre income and expenditure;

• Exercise financial delegation for the Centre;

• Working closely with the finance team, advise the Centre Director, QBI Leadership and Centre research leaders on Centre budget strategies, financial position, and any risks or issues emerging.

• Work with UQ’s Office of Sponsored Research and relevant QBI staff to ensure the effective management of research grants and contracts including timely and effective financial monitoring and reporting

• Identify future operational service demands and work constructively with QBI Leadership to plan effective service models and service levels.

• In collaboration with human resources staff, provide advice and assistance to the Centre Director on human resources policy, procedure and on the management of sensitive HR matters.
• Lead and manage Centre professional staff.
• Support the Centre Director in recruitment for Centre research positions and assist the Centre Director in tracking contract expiries and reappointment processes.
• Work closely with Advancement and Communications staff to develop and implement external engagement and communication strategies to build and maintain the Centre’s profile and to promote the Centre’s activities.
• Lead and manage Centre events including scientific meetings and conferences as well as a program of public engagement events and activities.
• Work with UQ Communications staff to manage Centre media interest and engagement.

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 QBI Deputy Director (Operations) and works closely with the CJCADR Director.

SELECTION CRITERIA

Essential
• Postgraduate qualifications in a relevant area and extensive relevant experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
• Experience in senior management positions, which demonstrate the ability to deliver on the accountabilities of this position.
• Demonstrated ability to contribute to strategic planning and implementation.
• Experience in the financial and operational management of a complex organisation or business unit, ideally in a research and development environment.
• Highly developed communication skills, particularly the ability to liaise and consult; to prepare well written reports and submissions; to negotiate complex
issues, to manage change and to communicate with diverse groups both within and external to the Centre.

- Demonstrated high level interpersonal skills, including the ability to develop and maintain strong working relationships with internal and external stakeholders.
- Adaptability and flexibility in approach to problem-solving to meet changing needs, and the ability to initiate change.

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.