

## POSITION DESCRIPTION

<b>Position Title:</b>	Administration Officer (Grants)
<b>Organisation Unit:</b>	Office of Sponsored Research, UQ Research and Innovation
<b>Position Number:</b>	
<b>Type of Employment:</b>	Fixed term
<b>Classification:</b>	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 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 45<sup>th</sup> 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**

Emboldened by a record of success and the prospect of contributing to the answers to the world's great challenges, UQ people are aiming ever higher to deliver benefits to society and the environment worldwide. The University maintains a world-class, comprehensive program of research and research training. We aim for international standards of excellence across the spectrum of research, from fundamental, curiosity-driven work that builds the stock of knowledge and leads to new research questions to applied research and innovation with direct applications to industry and communities. The extent to which we succeed is evident from the quality and impact of our research. The Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for enhancing the university's performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management, research infrastructure management, and research ethics and integrity. Further information is available at [research.uq.edu.au](http://research.uq.edu.au).

## **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**

Within the UQ Research and Innovation portfolio, the Office of Sponsored Research (OSR) provides administrative and strategic support in the key functional areas of research grants administration. The primary purpose of the position is to support the administrative activities of the OSR.

### **Duties**

Duties and responsibilities include, but are not limited to:

- Processing of grant applications received from researchers to ensure such applications comply with scheme guidelines;
- Interpreting conditions of award in order to provide advice to researchers on the post-award administration of successful grants;
- Supporting general post-award grant operations
- Undertaking data entry and entering research grant application data on to the University's research management database;

- Processing Progress and Final Reports for internal and external grant schemes;
- Interpreting routine/internal research grant guidelines in order to provide advice to researchers on submission of research funding proposals;
- Administering the pre- and post-award requirements of internally- and/or externally-funded granting schemes;
- Undertaking compliance and data surveillance checks of research grants-related data;
- Assisting with the day-to-day maintenance of OSR webpages to ensure currency of information and refresh content;
- Other duties as required.

#### 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 Senior Manager, Sponsored Research.

## SELECTION CRITERIA

- Completion of a degree without relevant work experience; or completion of an advanced diploma qualification and at least one year of subsequent relevant work experience or a completion of a diploma qualification and at least two years subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- High level of computer proficiency and practical understanding of administrative computer applications, especially with data on corporate systems. Proficiency at an advanced level using computer software packages for word-processing, data storage and retrieval, and spreadsheets.
- Excellent written communication skills and effective interpersonal and oral communication skills.
- Well-developed analytical skills (including interpreting guidelines and procedures) and excellent attention to detail.
- Demonstrated ability to prioritise tasks and meet deadlines.
- Demonstrated capacity to gain knowledge of higher education policies and procedures in relation to research administration.
- Integrity, diplomacy and sensitivity in communicating with a wide range of client groups.

### Desirable

- Broad knowledge of the University's Faculties and Institutes.
- Experience in the maintenance of webpages.

*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](mailto:recruitment@uq.edu.au).*