POSITION DESCRIPTION

Position Title: Research Development Officer
Organisation Unit: Institute for Social Science Research
Position Number: 3028160
Type of Employment: Fixed Term, Full time or Part time (job-share)
Classification: HEW Level 7

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://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.

Organisational Environment

The Faculty of Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty Office is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The Executive Dean of the Faculty is Professor Heather Zwicker.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a new Faculty Centre for Policy Futures, and several school-based research centres. The Faculty is also host to the Institute for Modern Languages and the Confucius Institute. The Faculty offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

There are over 300 academic staff across the Faculty, making it one of the largest in Australia. One indicator of the Faculty's standing in the disciplines that we research is membership in the learned academies, where UQ can proudly claim 33 members of the Australian Academy of the Humanities and 50 members of the Academy of Social Sciences in Australia.

Teaching in the Faculty is underpinned by substantial research performance and several specialized fields of research were judged at the highest level (5 ranking) in the 2015 Excellence in Research Australia (ERA) round. These fields include Specialist Studies in Education; Political Science; Cultural Studies; Literary Studies; History and Philosophy of Specific Fields. Overall, HASS returned outputs to 21 disciplinary field codes, where 90% were rated above (4 ranking) or well above world standard (5 ranking). This is indicative of high quality and capacity in research.

These research achievements internationally are reflected in the 2017 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 16th in the world on the quantum of publications in ranked journals, placing us first in Australia and in the Oceania region (for the full data-set see http://www.leidenranking.com).

The quality of our overall Faculty's performance is also evident in the QS World University Rankings for 2017 which places Social Sciences/Management at UQ at 39th in the world, and Humanities at 50th in the world. This data can be accessed at: http://www.topuniversities.com/faculty-rankings.

More information about the Faculty can be accessed at http://www.hass.uq.edu.au/.
Institute for Social Science Research

The Institute for Social Science Research (ISSR) is a national leader in advanced interdisciplinary social science and evidence-based policy research. ISSR researchers address some of the most important issues and challenges facing Australia and the world today in areas such as health, education, employment, housing, social wellbeing, homelessness, sustainability, international development and Indigenous studies. The Institute also undertakes research to improve social science and evaluation methodology and is developing new capabilities in data science, and in the social aspects of health.

The Institute also offers commercial services and training for public, private and community sector organisations. It provides high-quality learning experiences for postgraduate and postdoctoral students, and has some of the most advanced research facilities for data collection and analysis in the country. The Institute employs nearly 60 faculty and staff, has an annual budget of $13 million and includes affiliated researchers in the fields of political science, sociology, social policy, geographical sciences, economics, psychology, education, demography, mathematics, statistics and computer science. In mid-2015, ISSR relocated from the St Lucia Campus to the University's new Long Pocket precinct (off Meiers Road, Indooroopilly).

More information about ISSR can be found at www.issr.uq.edu.au.

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 Research Development Officer will support the ISSR Strategy and Operations team to manage a large consulting and research portfolio. Key tasks include research proposal development and administration, corporate communications, and supporting business development for the Institute.

Duties

Duties and responsibilities include, but are not limited to:

Proposal development

- Writing professional submissions for funding (including government tenders, proposals, quotations and grant applications) that are consistent with ISSR’s strategic objectives
- Analysing Requests for Tender and funding guidelines and developing responses that comply with client or funding body requirements
- Ensuring proposals are submitted on time, including motivating others to meet firm external deadlines
- Assisting researchers in costing projects in accordance with relevant policies (including the University, Institute, and/or other funding bodies, as appropriate)
Communications and research translation

- Writing, editing and producing original material to communicate ISSR activities and achievements, support research translation, and encourage future investment in ISSR research
- Taking substantive responsibility for ISSR newsletters, websites and social media accounts
- Building and managing effective relationships with ISSR research and professional staff and colleagues in the UQ Office of Marketing and Communications and other UQ divisions, as applicable, to ensure integrated and effective communication outputs

Research Administration

- Maintaining project file records using ISSR and UQ databases
- Investigating potential (internal and external) sources of funding for projects and/or research communication opportunities
- Providing advice and support to researchers requiring assistance with funding submissions and related research communications

Other

- Providing support to the Deputy Director (Strategy and Operations) and Research Partnerships Manager as required.
- Undertaking other duties as reasonably required by the 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 Research Partnerships Manager, Institute for Social Science Research.
SELECTION CRITERIA

**Essential**

- Bachelor level qualifications in communications, business or project management and relevant commercial experience or research management expertise (4 years); or an equivalent combination of experience and/or education/training
- Exceptional writing skills and the ability to engage with and translate academic concepts across a range of disciplines
- Experience in preparing tender documents or proposals, including knowledge of best practices in written business communications
- Experience in preparing electronic communications and print materials, with the ability to create original content with high impact for lay audiences
- Integrity, diplomacy and sensitivity in communicating with a wide range of client groups
- Self-motivated, with the ability to work to firm deadlines, use initiative, and co-ordinate projects with a level of autonomy

**Desirable**

- Experience in undertaking commercial research and consulting
- Experience in a university research environment
- Knowledge of social science research disciplines

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 (recruitment@uq.edu.au).