POSITION DESCRIPTION

Position Title: Regional Training HUB Project Manager
Organisation Unit: Rural Clinical School
Position Number: 3038574
Type of Employment: Full-time, fixed-term
Classification: HEW 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 Performance Ranking of Scientific Papers for World Universities (41), the US News Best Global Universities Rankings (45), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ secured a greater share of Australian Research Council grants in 2016 than any other university nationally. The University's Life Sciences broad 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 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 14,000 postgraduate scholars and more than 13,000 international students from 141 countries, adding to its proud 250,000-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 six 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, agriculture, 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 $13 billion+ (see [http://uniquest.com.au/our-track-record](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 Spinfex 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

DUTY STATEMENT

Primary Purpose of Position

The Project Manager role will be dedicated to projects which focus on developing a framework and project managing the establishment of University of Queensland Rural Clinical School’s Regional Training Hub and specifically establishing and maintaining the three regional training hubs.

Duties

Duties and responsibilities include, but are not limited to:

- Under the broad direction of senior leadership, responsible for planning and designing the project to operationalise the initiatives and proactively monitoring its progress, sequencing, resolving issues and initiating appropriate corrective action, this includes producing project plans, including critical path and other timelines.
• Manage the communications for projects including but not limited to; being the central point of contact, progress reports, updates and advice to relevant stakeholders.

• Control and manage issues, risks, dependencies and changes in scope.

• Develop and monitor issues and risk registers, ensuring effective quality assurance and the overall integrity of the project and manage risks to the project’s successful outcome, or escalate as necessary.

• Manage the project's budget, monitoring expenditure and costs against delivered and realised benefits as the project progresses.

• Ensure the delivery of outputs from the project is to the appropriate level of quality, on time and within budget, in accordance with the project plan and project governance arrangements.

• Assist and support relevant faculty leaders in building project management capability within the team by collaborating with other staff, coaching and mentoring others and generally encouraging the appropriate use of project management techniques by others.

• Ensure teams are accountable for their commitments and have implemented the agreed project framework to ensure deadlines, deliverables, resources and timelines are met throughout the project process.

• Coordinate cross-organisational activity such as working groups and governance, initiating extra activities and other management interventions wherever gaps in the project are identified or issues arise.

• Develop and foster relationships with key internal and external stakeholders, including managing escalation of issues with project implementation and acting as the key liaison between Academic and Professional staff.

• Report the progress of the project and regular intervals to the Head of School and Senior Manager.

• Assist the Head of School with planning and implementing other Faculty wide initiatives.

• Other activities as required which support the Rural Clinical School sites at Toowoomba, Rockhampton, Bundaberg and Hervey Bay.

• Any other duties are reasonable 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 Senior Manager, Rural Clinical School. Regular travel will be required to Regional Training Hub sites throughout the footprint of the UQRCS.

SELECTION CRITERIA

Essential

- Postgraduate qualifications in a relevant area (or progress towards postgraduate qualifications) and extensive relevant experience; or extensive relevant experience and management expertise; or an equivalent combination of relevant experience and education/training.

- Minimum of 5 years’ experience in a PMO environment, developing, monitoring and contributing to successful delivery of various medium to large projects (or programs of work) through effective use of project methods.

- Excellent interpersonal, oral and written communication skills; proven aptitude for communicating effectively with a variety of audiences, including the ability to effectively work collaboratively with colleagues and external stakeholders in a dynamic and interdisciplinary work environment; as well as the ability to provide advice and negotiate to achieved desired outcomes.

- Demonstrated knowledge of relevant project management tools or equivalent practical methodologies for monitoring project progress.

- Excellent problem-solving skills and an ability to be adaptive and innovative in developing and pursuing solutions.

- Ability to use judgment, act independently and take initiative with minimal direction, yet work effectively as part of a management team.

- Proven experience in working with data of a critical or confidential nature and demonstrating a high level of tact and discretion.

Desirable

- Experience working with Academic Programs within the Tertiary Education environment.

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.