POSITION DESCRIPTION

Position Title: Project Administrator

Organisation Unit: Australian Research Council Centre of Excellence for Plant Success in Nature and Agriculture

Position Number:

Type of Employment: Full-time, Fixed term

Classification: HEW Level 6

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 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 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**

The Australian Research Council (ARC) Centre of Excellence (CoE) for Plant Success in Nature and Agriculture is a research Centre within the School of Biological Sciences, School of Mathematics and Physics, School of Law and the Queensland Alliance for Agriculture and Food Innovation (QAAFI). The ARC CoE for Plant Success is administered at The University of Queensland and has nodes at the University of Tasmania (UTAS), Monash University, Macquarie University (MQ) and Queensland University of Technology (QUT). There are also a number of domestic and international partner institutions.

The ARC CoE for Plant Success will discover the adaptive strategies underpinning productivity and resilience in diverse plants and deepen knowledge of the genetic and physiological networks driving key traits. Using novel quantitative and computational approaches, the Centre will link gene networks with traits across biological levels, giving plant breeders an unparalleled predictive capacity. The Centre will accelerate technologies to transfer successful networks into crops and build legal frameworks to secure this knowledge. With a uniquely multidisciplinary team, the Centre will deliver new strategies to address the problems of food security and climate change, establishing Australia as a global leader in these areas.

The Australian Research Council funded the CoE for Plant Success in late 2019 and work is underway to establish the Centre, which has 17 chief investigators, 11 partner investigators and 27 associate investigators. More information on the Centre is at [https://www.plantsuccess.org/](https://www.plantsuccess.org/)

**Diversity and Inclusion**

The Centre recognizes and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Centre strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

**Information for Prospective Staff**
DUTY STATEMENT

Primary Purpose of Position

The Project Administrator is responsible for providing high level administrative and project support to the Centre Director and Deputy Director (Research) of the ARC CoE for Plant Success in Nature and Agriculture. The incumbent will support the Centre Director with the management of projects associated with their ARC Laureate Fellowship and Georgina Sweet STEM initiatives and also ensure that the specific needs and day to day requirements of the Centre office are managed in a highly efficient and effective manner.

As the first point of contact for the Centre Director and Deputy Director (Research), this role requires extensive administrative and organisational skills in order to manage a high volume of activity as well as client service skills, tact and diplomacy. Key to the success of the incumbent is their ability to manage and prioritise matters brought to the Centre Director and Deputy Director.

Duties

Duties and responsibilities include, but are not limited to:

Project Management

- Provide full project management of the Georgina Sweet STEM initiatives. This will include ensuring that projects remain on track and on budget, are meeting their reporting and milestone requirements, and preparing associated strategic funding requests.
- Prepare and review project reports, briefs and correspondence, and manage project financials in collaboration with the relevant stakeholders
- Other duties as required.

Relationship Management

- Uphold and maintain appropriate standards/protocols for communication across all Nodes of the Centre, and use initiative and judgement to effectively liaise with external organisations on a broad range of matters of relevance to the Centre Director and Deputy Director (Research).
- Assess incoming correspondence, take appropriate action and write replies to routine correspondence on behalf of the Centre Director and Deputy Director (Research), and/or prepare drafts for consideration of non-routine matters, as required.
- Other duties as required.

Administration

- Provide executive level support to the Centre Director and Deputy Director (Research) by assisting to prioritise their time, including but not limited to planning for present and future commitments, maintaining an electronic diary, preparing all relevant meeting papers as well as ensuring diplomatic and sensitive handling of requests and exercising judgement regarding the urgency of these requests.
- Under the direction of the Deputy Director, Operations & Strategy, assist other functional areas of the CORMS team as required. This may include activities such as:
  - coordinating meetings, seminars and workshops of the Centre, including venue arrangements, agendas, minutes, and follow up actions;
procurement activities, including raising requisitions, receipting invoices and credit card reconciliations.

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 Deputy Director, Operations & Strategy, ARC CoE for Plant Success in Nature and Agriculture.

SELECTION CRITERIA

- Completion of a relevant degree and substantial administrative experience at a senior administration level, or an equivalent combination of relevant experience and/or education/training.
- Project support/coordination experience and skills, including budgeting, work plan development/scheduling, monitoring, documenting and reporting progress.
- Sound knowledge of university or research organisation structures and functions, or a capacity to rapidly gain such knowledge
- Experience at an executive secretary level in a large and busy work environment with excellent interpersonal and communication skills
- Well-developed negotiation, conflict resolution, relationship building and influencing skills
- Proven ability to handle and maintain workplace confidentiality, exercise initiative and judgment, and to work independently
- Excellent organisational skills with the ability to prioritise competing work demands, to work under pressure and to meet deadlines while maintaining accuracy
- Committee servicing skills, including the expertise to prepare agendas and record accurate minutes of meetings

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.