POSITION DESCRIPTION

Position Title: Centre/Institute Manager
Organisation Unit: Faculty of Medicine
Position Number: 3036783
Type of Employment: Part Time (0.6FTE - 0.8 FTE), Fixed Term
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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences 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 – 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 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-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 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.

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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.

**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 Spinifex 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.

**UQ Centre for Clinical Research**

The University of Queensland Centre for Clinical Research (UQCCR) is a $70 million purpose-built facility sponsored by Atlantic Philanthropies, the Queensland Government (Smart State funding) and UQ. The building, completed in early 2008, is located at the Royal Brisbane and Women’s Hospital site at Herston, Brisbane. The RBWH is the largest teaching hospital in Australia and the site also houses a basic medical research institute (QIMR), and a significant Faculty of Medicine presence, including the Schools of Public Health. The UQCCR has capacity for 320 staff with affiliation guided by research strengths, assessed by defined research quality indicators.

UQCCR’s mission is to improve health outcomes for individuals and populations based on rigorous, high quality clinical research. This is achieved by facilitating research and training,
influencing patient care, and providing the translational linkages between basic and applied scientific research, the patient, and health outcomes. The current research themes are: Clinical Neuroscience; Pathology Test Development; and Infectious Diseases.

UQCCR is a University-level research Centre reporting to the Research Dean of the Faculty of Medicine. The centre's postgraduate students are enrolled through partnering Schools.

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

To support the School's finance team through efficient and accurate processing of financial transactions, providing financial advice on procedural and budget matters and preparing financial reports. The role will also provide administrative support for the School's research program by assisting with the financial aspects of grant applications and administrative support to the School's Research Committee.

Primary Purpose of Position

The Centre/Institute Manager, in conjunction with the Senior Manager, Infrastructure and Research Operations (IRO), is primarily responsible for providing strategic and operational management for the Centre/Institute. This includes responsibilities for long-term planning, strategic budget management, coordination of the Centre/Institute's professional support services, and management of core research facilities, all within a matrix organisational reporting structure. The individual will strive to achieve the strategic objectives of the portfolio and to ensure the provision of high level client service to stakeholders.

Working with the Senior Manager, Infrastructure and Research Operations (IRO), the role will aim to optimise the use of limited resources across the Faculty, where possible, standardizing the operational support to ensure consistency across the Faculty within its research entities.

The position operates as a key interface with both internal and external stakeholders to the Centre/Institute and collaborates with these parties to achieve successful outcomes and leading practice.

Duties

Duties and responsibilities include, but are not limited to:

Strategic Planning and Operational Support Management

- As a member of the Centre/Institute Executive Committee, oversee all operational functions and support the Centre/Institute Director by ensuring organisational and financial effectiveness;
- Provide leadership and guidance to the strategic and operational planning and review processes of the Centre/Institute and the Infrastructure & Research Operations Portfolio;
• Proactively advise the Centre/Institute Director, senior managers and staff on the identification, management and mitigation of risk;
• Lead both Centre/Institute as well as Faculty projects or programs achieving defined scope requirements;
• Identify future service demands and constructively communicate the Centre/Institute’s needs to functional service leaders, ensuring effective operations in a matrix service delivery model;
• Identify, develop and implement initiatives to promote the continuing development of the Centre;
• In partnership with Professional Service Function Managers, constructively contribute to a culture of continuous improvement in operations and services;
• Represent and advocate for the Centre and Faculty where required in key forums and committees.

Resource and Staff Management
• Within the matrix service delivery model, assist where needed in coordinating the professional services and physical resources of the Centre/Institute including those associated with core facilities;
• Effectively integrate professional staff into the Centre/Institute’s operations and assist Professional Service Function Leaders to manage performance;
• Oversee the preparation of the Centre annual budgets, quarterly forecast processes, and 3-5 year budget projections including providing advice and support to the Centre/Institute Director;
• Advise the Centre Director and Executive on budget strategies, financial position and planning issues, working closely with the finance team;
• Direct, supervise and contribute to the effective and efficient management of the Centre and Faculty spaces and OH&S matters;
• Identify management information and benchmarking metrics on financial data, HR, assets, etc. to contribute to informed discussion and decision-making at the Centre/Institute level;
• In partnership with relevant Professional Service Function Managers, lead, contribute to and promote a high standard of staff performance, skills development and productivity across all professional staff functions within the Centre/Institute, either as line manager or as the Business Unit Leader;
• In collaboration with the HR team, provide advice and assistance to the Centre Director on sensitive human resource matters and policies and procedures related to human resource management;
• Ensure positive and effective associations with internal and external partners, clients, collaborators, alumni and colleagues of the Centre, Faculty and University.

Culture and leadership development
• Lead a high performing collaborative workplace culture which values contemporary leadership practices and encourages the development of future academic and professional leaders;
• Establish and maintain effective and inclusive communication across the Centre community and operate as a key interface with the Faculty and wider University;
• Advocate for the Centre and champion its achievements and potential, striking an appropriate balance with the corporate expectations of the University.
**Support to Research**

- Direct, supervise and contribute to the effective and efficient management of the Centre/Institute’s research initiatives by liaising with the Faculty Research & Research Amin Portfolio, the Research and Research Training Division, Finance and Business Services, and the Graduate School in relation to research grant management, fellowship and scholarship applications and awards, and the submission of reports to government agencies;
- Provide advice to the Centre/Institute Executive on the development and implementation of strategic research and business plans and policies for the Centre;
- In collaboration with Professional Service Function managers, ensure the efficient running of research grants, contracts and consultancy programs and administrative arrangements for Research Higher Degree students;
- In collaboration with the Faculty’s Professional Service Team, assist with preparing and sourcing financial and contractual information for use in securing contract research and other research opportunities.

**Engagement**

- Work with the Centre/Institute Executive to develop engagement goals for the Centre and work productively with the Faculty Marketing & Communications team to roll-out enabling initiatives;
- In collaboration with the Faculty Advancement Team, identify opportunities and develop proposals for funding from government, industry and philanthropic sources.

**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**

This position reports to the Senior Manager, Infrastructure and Research Operations’ with a functional reporting line to the Centre Director.

The position has finance delegations in accordance with PPL 1.10.02 *Financial Delegations*. 
SELECTION CRITERIA

Essential

- A relevant postgraduate qualification and extensive relevant experience; or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training;
- Significant experience in research facilities coordination and research management;
- Demonstrated knowledge of policies and procedures in a research environment;
- Demonstrated contemporary leadership skills;
- Experience in a research and development environment in either a government, tertiary education commercial environment or similar;
- Accomplished communication and interpersonal skills including a demonstrated ability to liaise and consult, prepare well written reports and submissions, negotiate complex issues, manage change, and communicate with diverse groups;
- Ability to develop and effectively monitor KPI's and formulation of corrective interventions;
- Demonstrated effective strategic planning skills;
- Demonstrated project/planning and time management skills.

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.

Accessibility requirements and/or adjustments can be directed to med.hr@uq.edu.au