POSITION DESCRIPTION

Position Title: Research Development Officer

Organisation Unit: Faculty of Medicine

Position Number: 

Type of Employment: One Full-time, fixed term appointment for 12 months

Two Part-time (0.5FTE), continuing appointments

Classification: Hely 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 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.

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://uniqest.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 Spinafex 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.

We discover. We innovate. We lead.

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 primary purpose of this position is to provide high level advice and support to academic staff in order to enhance the faculty’s research performance and reputation. The Research Development Officer is responsible for coordinating the preparation of applications for and receipt of research funding, as well as actively seeking out opportunities of interest to academics in their client’s organisational unit. The incumbent will also manage and coordinate the collation and reporting on their client’s academic performance, as directed by the Head of School/Director of the Centre.

The position serves as a critical link between UQ’s Office of Sponsored Research (OSR), Research Partnerships Managers, the Faculty of Medicine Research Strategy and Support unit, and the research activities of Schools/Centres/Institutes.

Duties

Duties and responsibilities include, but are not limited to:

• Work collaboratively with members of the Faculty's Research Community of Practice (including the Research & Research Training Manager, Research Administration Officer, Research Partnership Managers, and the unit's Research Development Manager), and broadly with relevant professional services in the Faculty and University, in order to provide academics within your client's organisational unit with access to relevant funding opportunities, as well as funding application support and training opportunities designed to assist researchers in developing more competitive funding applications;

• Provide advice, guidance and critique to assist your academics with the development and submission of applications for research funding, including in regard to:
  o eligibility and terms and conditions governing schemes;
  o budget preparation and recovery of indirect costs;
  o collation of instruction information, for providing to the Faculty Research Partnerships Managers, in regard to research-related agreements with incoming / outgoing funds
  o compliance, integrity and post award issues likely to arise in the management of research grants; and
  o post award obligations arising from granting body requirements;

• Provide advice to the Head of your client organisational unit in regard to applications requiring their endorsement, including budgetary, appointment, facilities and resource commitments arising from successful applications;

• Provide advice and guidance to your academics and research students to assist them meet their obligations in regard to the conduct of research, including human and animal ethics and conflicts of interest;

• Support your client organisational unit in meeting their research-based strategic goals, including provision of research performance data, grant/fellowship eligibility and compliance; support of the unit’s research committee and strategic initiatives arising in support of research;
• Ensure academic staff are informed of the Unit's, Faculty's and University's policies and procedures, and research support and reporting systems, including working collaboratively with UQ Library teams to support the University's institutional research publication repository, open access and publication reporting requirements.

**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 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 Manager Research and Research Training, Faculty of Medicine. The position works collaboratively in a Community of Practice within the Faculty's research strategy and support unit, and broadly with relevant professional services in the Faculty and University.

**SELECTION CRITERIA**

**Essential**

- A degree in a field relevant to health, science or biomedical science and at least four (4) year's subsequent relevant experience in a research-related administration or management role, or equivalent combination in the conduct and support of research, including supporting processes, compliance and reporting;
- Demonstrated experience in the application of higher education policies and procedures in relation to research administration and support, or demonstrated capacity to gain such knowledge;
- Demonstrated ability to work in a team to deliver a high level of customer service and coordinated support across multiple professions;
- Demonstrated ability to work effectively in a busy environment, to judge shifting priorities and conflicting deadlines;
- Demonstrated strategic thinking, analytical and problem solving skills in relation to research activity, research policy, procedures and initiatives;
- Proficiency at a high level in using Microsoft Office packages, to deliver good records storage and retrieval, procedures documentation, and to monitor, analyse and report on research activity and performance;
- Proven ability to write high quality, clear and concise reports, briefs, letters, policies or guidelines; and
• Highly developed communication and inter-personal skills to facilitate effective communication with academic and professional colleagues, at a variety of disciplines and seniority, as well as external stakeholders.

**Desirable**
• Experience in writing, or providing constructive review of the written work of others, as a contribution to the development of research funding applications;
• High level of computer proficiency and practical understanding of university corporate databases and reporting systems, and external research funding opportunity or application databases.

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.**