POSITION DESCRIPTION

Position Title: Business Manager
Organisation Unit: Sustainable Minerals Institute
Position Number:
Type of Employment: Fixed-term, Full-time
Classification: Hew Level 8

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 $11 billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

One of the UQ's eight research institutes, the Sustainable Minerals Institute (SMI) consists of some 240 staff and postgraduate students covering the areas of mining and geology, mineral processing, environment and rehabilitation, social responsibility, safety and risk, water and unconventional gas. SMI is industry-focused and consequently works with many leading global resources companies and many small-medium enterprises and suppliers. SMI interacts strongly with governments and community. A priority for SMI is the development of talent and providing an environment for successful and rewarding careers.

SMI was founded in 2001 and since its inception has established a reputation as a unique institution for integrated sustainable development research in the resource sector. SMI is a truly global institute with staff and students from around the world. SMI's people are also diverse in their discipline backgrounds, which range across disciplines including anthropology, geology, soil science, sociology, hydrology, environmental science, engineering and mine management.

The Institute recognises 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. SMI 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.


SMI comprises seven major research Centres which are organised into pairs.

- WH Bryan Mining and Geology Research Centre
- Julius Kruttschnitt Mineral Research Centre
- Centre for Social Responsibility in Mining
- Minerals Industry Safety and Health Centre
- Centre for Mined Land Rehabilitation
- Centre for Water in the Minerals Industry
- International Centre of Excellence, Chile (ICE Chile)

Information about the Centre may be accessed on their web site at https://smi.uq.edu.au/mishc

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.
DUTY STATEMENT

Primary Purpose of Position

The Business Manager will proactively engage with Chief Investigators, Program Leaders and Centre Directors and key internal and external clients to facilitate effective establishment and management of research and consultancy agreements within the Institute.

The position will work closely with the relevant Director of Centre, Program Leader, SMI Research Partnerships Manager and researchers in the management of research and consultancy contracts and agreements, and in supporting broader business development and industry engagement.

The position will also be expected to develop close working relationships with related areas of research and project management in the University.

Duties

Duties and responsibilities include, but are not limited to:

Proposal development

- Assist in the preparation of professional submissions for funding that are consistent with SMI's strategic objectives
- Analyse client needs and/or funding guidelines and work collaboratively with researchers to prepare coordinated responses that comply with client or funding body requirements
- Ensuring that proposals are submitted on time, including motivating others to meet firm external deadlines
- Liaising with researchers to translate technical information into persuasive narrative for proposal submissions
- Maintaining a source of up-to-date suitable content that could be used in proposals and identifying examples of best practice
- Assisting researchers in costing projects in accordance with relevant policies (including the University, Institute, and/or other funding bodies, as appropriate)

Contract management

- Interpreting legal terms and conditions in relation to contract research and providing advice to researchers on contractual matters, in consultation with the Research Partnerships Manager
- Developing project schedules and work plans for research and consultancy agreements, in consultation with researchers
- Evaluating project risks and developing management strategies appropriate to the project, in consultation with other relevant UQ personnel
- Liaising with other stakeholders to ensure that administrative requirements are completed (including the University, Institute, and/or other funding bodies, as appropriate)
Research management

- Maintaining project file records using SMI and UQ systems
- Investigating potential (internal and external) sources of funding for projects
- Monitoring notifications of funding opportunities, evaluating funding notices and guidelines, and communicating with relevant researchers in relation to identified opportunities
- Providing advice and support to researchers requiring assistance with funding submissions
- Serving as the primary point of contact for external enquiries relating to Centre or Program research and / or consulting activities and providing support for the Centre Director or Program Leader

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.
SELECTION CRITERIA

**Essential**

- Bachelor level qualifications in a science field or project management and relevant commercial experience or research management expertise (4 years); OR Equivalent combination of experience and/or education/training.
- Experience in preparing documents and research proposals, including budget development.
- Experience in, or ability to rapidly obtain skills in, development or management of research/consulting projects.
- Experience in, or ability to rapidly obtain skills in, negotiating or managing collaborative partnerships/agreements and interpreting legal terms.
- Experience with developing and managing stakeholder relationships.
- Knowledge of project management methodologies and the ability to apply them in relation to communication and/or research tasks.
- Superior written and analytical skills, including the ability to engage in, analyse and critique academic concepts and writing in a range of disciplines.
- Excellent interpersonal skills including the ability to coordinate and motivate researchers to meet deadlines.
- Demonstrated ability to work with defined policies and apply these policies in varying projects and tasks.
- Ability to prioritise own workload, use initiative and co-ordinate projects with a level of autonomy.

**Desirable**

- Experience in a university research environment

**Qualification Verification**

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

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 the contact person listed in the job advertisement.