POSITION DESCRIPTION

Position Title: Project Coordinator
Organisation Unit: UQ Business School or Faculty of Medicine
Position Number: New
Type of Employment: Part-time (0.5 FTE), Fixed term
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**

The Project Coordinator will be employed in either the UQ Business School or Faculty of Medicine. Because this project is a university-wide effort, the Project Coordinator will coordinate with colleagues across UQ, especially in Business and Economics, Medicine, Health and Behavioural Sciences, Information Technology and Engineering, and Maths and Physics.

Queensland Health is partnering with the University Queensland, with additional funding from the Digital Health CRC and the Australian Research Council, to support the emergence of a new breed of interdisciplinary leader who can use evidence and thought-leadership to help shape the digital transformation of healthcare in Queensland and become leaders in Australia and globally.

The funding includes scholarships for a number of Ph.D. students and postdoctoral fellows to deliver a coordinated set of projects that address the digital priorities of Queensland Health, as well as funding for the development of a new educational program – a new Clinical Fellowship in Digital Health. The course components of this new program will also be designed to be reused in other programs across the university in modular form (e.g., in programs in Medicine, Nursing, Allied Health, IT, and Business.

Because this funding involves the coordination of multiple parts, the role of Project Coordinator is essential for keeping the work on track, managing and coordinating relevant people and units, and ensuring that all the parts of the initiative work together in a cohesive way.

The overall project has five working principles that set it apart from other initiatives:

1. **Interdisciplinary**: Ph.D. Students and postdoctoral fellow will be guaranteed supervisors from at least three disciplines (clinical, business/economics, and ITEE/Maths) as well as the industry sponsor. The educational program similarly draws on these three disciplinary areas.

2. **Pathway to impact**: The research projects will link into existing governance structures within Queensland Health to ensure a pathway to impact. Likewise, the educational program will link with national and international initiatives to ensure coordination of activities.

3. **Cohort effects**: The Ph.D. students and postdoctoral fellow will be admitted as part of a cohort and will have regular opportunities to meet with each other, with supervisors, and with the project sponsors. The clinical fellowship program will be developed with this cohort approach in mind too. The aim is to support the growing ecosystem of digital health.

4. **Resourced**: The Ph.D. students and postdoctoral fellow will have access to additional resources and connections through the DH CRC.
5. Impactful: The research projects will be chosen in consultation with Queensland Health to ensure they address priority areas and that they can make a meaningful impact. Likewise, the educational programs will be developed to support the emergence of future leaders.

**UQ Business School**

The UQ Business School is independently ranked as one of the top business schools in Australia and among the leading institutions worldwide. Our mission is to cultivate courageous thinkers who empower future leaders to positively transform business and society.

Based at the St Lucia campus as part of the Faculty of Business, Economics and Law, the School brings together 10,000 students and 130 subject experts.

UQ Business School also has a presence at UQ Brisbane City, the University’s newest site in the heart of the Brisbane CBD. At UQ Brisbane City, students and professionals from the School’s Master of Business Administration (MBA) program and Executive Education courses are taught in smart, functional and flexible learning facilities.

The School offers a wide range of degree programs. Our eight main areas of academic strength are represented by discipline clusters – accounting, business information systems, finance, international business, management, marketing, strategy and entrepreneurship, and tourism. The School has a particular strength in tourism research, being the only university in Australia awarded a 5 (well above world standard) in the last two ERA assessment rounds.

UQ Business School is renowned for its cutting-edge research, outstanding academic staff, depth of educational programs and close links with leading global organisations. The School also carries AACSB International and EQUIS accreditation – the first school in Australia to receive this prestigious accreditation across its full range of programs.

To learn more about UQ Business School, please visit [https://www.business.uq.edu.au](https://www.business.uq.edu.au).

**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.

Information for Prospective Staff

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

DUTY STATEMENT

Primary Purpose of Position

The Project Coordinator will help the team to maintain and advance these principles through the course of the work.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinating and managing research activities:
  - Keep track of progress of PhD students and postdoctoral fellow, and ensure they are managing research approvals and data (e.g., ethics and governance approvals, and data management plans) and meeting milestones.
  - Fostering a cohort experience by providing ways for members of the cohort (students, postdoctoral fellow, and supervisors) to share insights and experiences with each other.
  - Keeping the cohort (PhD students, postdoctoral fellow, and their supervisors) connected via updates on the overall project and when deliverables are due.

- Coordinating and managing educational program development:
  - Coordinate meetings within UQ, with QH, and with external parties (e.g., national and international groups) to facilitate the development and delivery of new curricula in digital health
  - Assist the project leaders in developing a scalable plan for the program, e.g., so that material is reused across the university in the best way possible.

- Managing administration:
  - Coordinate and attend project status meetings; keep meeting minutes, prepare monthly and quarterly progress reports; keep log of risks and issues
  - Manage the project communications; being the central point of contact for team communication, progress reports, and updates for relevant stakeholders
  - Manage income/expenditure for reconciliation/budget tracking
  - Maintain the project webpage by updating content
  - Facilitate effective collaborations with project stakeholders and other units across UQ and QH
- Organise an annual symposium for QH to showcase the progress each year
- Any other duties as reasonably 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 Professor Andrew Burton-Jones (UQ Business School) and Associate Professor Clair Sullivan (UQ Faculty of Medicine).

**SELECTION CRITERIA**

- Qualifications and training equivalent to a degree and 4 years subsequent relevant experience in Project Management or a related field; or an equivalent combination of extensive relevant experience and/or education/training
- Strong knowledge of research administration requirements (e.g., ethics approvals, research data management)
- Strong knowledge of educational development (e.g., curriculum design and/or delivery)
- Experience in successfully managing projects, including effective stakeholder management, preferably in academic and industry environments
- Excellent administrative skills, especially in being the central administrative person in a complex project, team, or department
- Excellent problem-solving skills and an ability to be adaptive and innovative in developing and pursuing solutions
- Excellent interpersonal skills (including written and verbal communication), with experience in liaising with internal and external stakeholders, including the ability to provide advice and negotiate to achieve desired outcomes
- Ability to prioritise own workload, work independently and meet deadlines

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.