



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

Appointment of

# Principal Research Administration Officer – Identified s25

UQ POCHE CENTRE FOR INDIGENOUS HEALTH



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## Acknowledgement of Country

**The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which UQ operates. We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country. We recognise their valuable contributions to Australian and global society.**

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## Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a world-class faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty consists of six schools and six centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- National Centre for Youth Substance Use Research (NCYSUR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- UQ POCHE Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at [habs.uq.edu.au](https://habs.uq.edu.au).

## UQ Poche Centre for Indigenous Health

UQ Poche Centre for Indigenous Health was established following a \$10 million donation to UQ from Mr Greg Poche AO and Mrs Kay van Norton Poche AO. The Centre brings together Indigenous and health expertise and works collaboratively with Indigenous community organisations and health providers to transform Aboriginal and Torres Strait Islander peoples' experiences of injustice and inequity in health and wellbeing. The UQ Poche Centre works in urban, regional and remote settings across Australia, and with other Indigenous peoples internationally. With a mandate to respond to challenges in Indigenous health, the Centre undertakes and facilitates a broad range of transdisciplinary research activities as well as developing a next generation of researchers to rise to the challenge of Indigenous health research.

More information about the UQ Poche Centre is available at [poche.centre.uq.edu.au](https://poche.centre.uq.edu.au).





## Role of the Senior Research Technician

### About this opportunity

The Senior Research Technician provides specialist technical support and subject matter expertise in support of high-quality research outcomes at all stages of the research life cycle.

### Duties

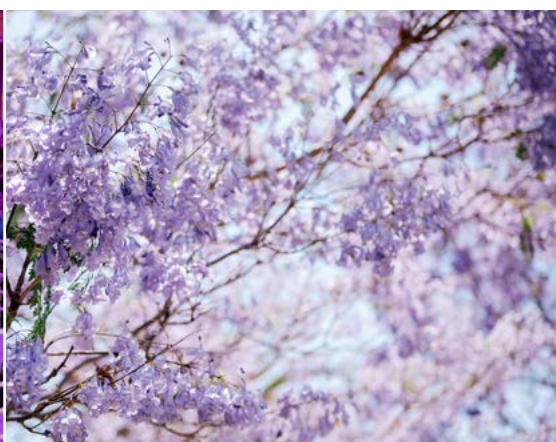
Duties and responsibilities include, but are not limited to:

- Undertakes advanced elements of research, in accordance with scientific/research discipline or methodology
- Applies specialist technical skills or knowledge to research activities
- Under broad direction, sets up, monitors, and demonstrates standard research activities
- Maintains accurate records of technical activities and results/outcomes
- Adjusts equipment to general specifications
- Assists with the development of research/analytical protocols
- Maintains comprehensive preparation/set-up notes and instructions for self and others to use
- Ensures compliance with approved ethics protocols
- Contributes to research outputs, joint preparation, and authorship of reports/manuscripts
- Assists with designing complex research studies
- Supports the development of more junior research engineers, scientists, and technicians
- Other duties, as reasonable directed by the 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, Faculty, Institute or 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.



## Role of the Principal Research Administration Officer

### About this opportunity

As the Principal Research Administration Officer, you will facilitate the dissemination of information and advice to researchers (both staff and students) on sources of research support, both external and internal. You will provide high-level assistance to researchers through all stages of the grants and ethics application and assessment processes and administer the grants awarded.

### Duties

Duties and responsibilities include, but are not limited to:

#### Research advisory

Act as a senior subject matter expert and source of high-level advice on all aspects of research administration, as relevant to the specific role, including:

- Research performance and grants, including grants administration policy, processes and requirements
- The use of research-related online submissions and application systems and software
- Post-award processes, including communication, administration, monitoring and reporting requirements
- Research publication processes, including digital recording in Library systems

#### Funding and grant administration

- Provide high-level, insightful feedback on grant/funding applications, to maximise opportunities for success
- Coordinate and assist with development of research grant applications across a range of funding initiatives, including schemes of a highly complex nature
- Coordinate intermediate and high-complexity internal funding schemes as required, involving the preparation of guidelines, advertisements, and administration of application and award processes

#### Funding opportunities

- Advise and assist researchers in the identification of opportunities, both in terms of advocacy and funding, for the advancement and sustainability of activities



- Identify and distribute information regarding research income opportunities as relevant to the specific discipline/context
- Plan, organise and participate in research skills seminars/workshops, including as lead/co-lead for both staff and students

### General administration

- Maintain research-related databases, records and electronic documentation and ensure completeness and accuracy of research data on central UQ databases
- Produce regular research performance reports and data information as required
- Organise and co-lead research seminars, workshops, and research days across a variety of research-related topics

### Communication and engagement

- Source and disseminate information on relevant internal and external research funding opportunities to academic staff
- Assist in the promotion of Faculty/Institute/Centre research activity and student opportunities on websites and events
- Establish strong and effective networks across UQ to develop consistent approaches to research administration and student support

## 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, Faculty, Institute or School.
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## About you

- Completion of a degree with at least four years subsequent relevant experience; OR Extensive experience and management expertise; OR An equivalent combination of relevant experience and/or education/training.
- High level of computer proficiency and practical understanding of administrative computer applications, especially with data on mainframe corporate systems.
- Proficiency at an advanced level using computer software packages for word-processing, data storage and retrieval, and spreadsheets.
- Detailed knowledge of higher education policies and procedures in relation to research administration or demonstrated capacity to gain this knowledge.
- Excellent written and interpersonal communication skills.
- In depth knowledge of human resource policies and procedures or demonstrated capacity to gain this knowledge.
- In depth knowledge of the University's Faculties and Institutes or ability to rapidly acquire knowledge.
- Demonstrated experience in the development of strong external and internal relationships.
- Demonstrated ability to generate and write briefings, strategic reports, and/or policy papers with a high attention to detail, either in conjunction with other senior staff members or independently.
- Demonstrated and well advanced experience in the area of research administration or research management.
- Integrity, diplomacy, and sensitivity in communicating with a wide range of client groups.
- Ability to work cooperatively and constructively with staff from within a variety of settings from within the University and external to the University.
- Excellent abilities as a team player.

## Additional criteria

The University of Queensland considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this position under *s25 of the Anti-Discrimination Act 1991(Qld)*.

**The position is therefore only open to Australian Aboriginal and/or Torres Strait Islander people.**

The successful candidate will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

## Additional information

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.

Accessibility requirements and/or adjustments can be directed to [talent@uq.edu.au](mailto:talent@uq.edu.au).



## What we can offer

This is a full-time (100%), fixed-term position for up to two years.

At HEW level 7, the full-time equivalent base salary will be in the range \$96,649 – \$105,244, plus a generous super allowance of up to 17%. The total FTE package will be up to \$113,080 – \$123,136 annually. As this role is covered by an Enterprise Agreement, you will also receive regular remuneration increases – at least once a year.

You will be able to take advantage of [UQ Sport Facilities](#), recreation leave loading (of 17.5%), salary sacrificing options, discounted private health insurance, [development programs](#) and many other benefits.

For further information, please review [The University of Queensland's Enterprise Bargaining Agreement 2021-2026](#).

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## How to apply

All applicants must supply the following documents through the [UQ Careers](#) portal:

- Cover letter addressing key selection criteria in the 'About You' section
- Resume

To satisfy prerequisite questions and ensure your application can be considered in full, all candidates must apply via the [UQ Careers](#) portal by the job closing deadline. Applications received via other channels including direct email will not be accepted.





## The University of Queensland

For more than a century, The University of Queensland (UQ) has created positive change for society by delivering knowledge leadership for a better world.

UQ ranks among the world's top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking (35), U.S. News Best Global Universities Rankings (36), the Performance Ranking of Scientific Papers for World Universities (33), QS World University Rankings (43), Academic Ranking of World Universities (51), and Times Higher Education World University Rankings (70).

At UQ, we're changing the way higher education is imagined and experienced. Our students enjoy a rich campus experience, including a range of accommodation options, as well as innovative and flexible learning pathways, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment.

More than 55,000 students – including the majority of Queensland's highest academic achievers as well as top interstate and overseas students – study across UQ's 4 beautiful campuses in South East Queensland at St Lucia, Herston and Gatton. They include around 20,000 postgraduate and approximately 21,500 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more national teaching awards than any other Australian university, UQ is committed to providing students with the best opportunities and practical experiences during their time with us, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

UQ's 332,000 graduates are an engaged network of global alumni spanning 184 countries, and include more than 17,700 PhDs.

UQ's 6 faculties, 8 globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 2,500 scientists, social scientists and engineers, who champion research excellence and continue UQ's tradition of research leadership. This is reflected in UQ being the number one recipient of Australian Research Council Fellowships and Awards nationally across all scheme years (452 awards worth \$339 million).

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than \$57 billion.

UQ is one of only 3 Australian members of the global Universitas 21; a founding member of the Group of Eight (Go8) universities; a member of Universities Australia; and a member of the Association of Pacific Rim Universities (APRU).

UQ employs more than 7,500 academic and professional staff (full-time equivalent) and has a \$2.47 billion annual operating budget.

### Governance

The University of Queensland is governed by a 22-member Senate representing University and community interests. Senate is led by the Chancellor, elected by the Senate. The University of Queensland Act 1998 grants Senate wide powers to appoint staff, manage and control University affairs and property, and manage and control finances to promote the University's interests.

[uq.edu.au/about/governance](http://uq.edu.au/about/governance)



## Working at UQ

UQ is a great place to work and is a culturally inclusive space for staff and students, where diversity is valued. The University of Queensland (UQ) acknowledges and respects Aboriginal and Torres Strait Islander peoples as First Australians. We value and celebrate the uniqueness of knowledges, cultures, histories and languages that have been created and shared for at least 65,000 years.

Our values guide our behaviour and provide the foundation of our culture. The [UQ Strategic Plan 2022-2025](#) articulates these values, what we strive for, how we work together, and our commitment to discovering and sharing truth.

### Our values

#### *What we strive for*

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##### **Creativity**

We apply our creativity as a way of seeking progress. We value new ideas, seek fresh perspectives and pursue game-changing innovations and opportunities.

##### **Excellence**

We strive for excellence in everything we do. We apply the highest standards to our work to achieve the greatest impact for the benefit of communities everywhere.

#### *Central to what we do*

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##### **Truth**

Truth is central to all that we do as a university. We seek truth through our focus on the advancement and dissemination of knowledge, and our deep commitment to academic freedom and freedom of expression.

#### *How we work together*

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##### **Integrity**

We always act with integrity. As stewards of the University's resources and reputation, we are honest, ethical and principled.

##### **Courage**

We are courageous in our decision-making. We are ambitious, bold and agile. We demonstrate moral courage, so that we are always guided by a sense of what is right.

##### **Respect and inclusivity**

We provide a caring, inclusive and empowering environment for all. We engage respectfully with one another and promote the value that our diversity brings to our whole community.



UQ is committed to Aboriginal and Torres Strait Islander peoples' learning, discovery and engagement. The University's Strategic Plan outlines strategies aimed at increasing opportunities for Aboriginal and Torres Strait Islander peoples, which are supported through the development of a Reconciliation Action Plan and Aboriginal and Torres Strait Islander Employment Strategy. Here in Australia, we especially want to play a leading role in reconciliation as advocates with and for Aboriginal and Torres Strait Islander peoples and communities.

At a national level, in partnership with Aboriginal and Torres Strait Islander communities, we will embed reconciliation across the University's operations to achieve and implement a 'Stretch' Reconciliation Action Plan (RAP) by 2025.

The Aboriginal and Torres Strait Islander Research and Innovation Strategy will support Indigenous researchers and empower research excellence that benefits Aboriginal and Torres Strait Islander peoples, communities and organisations. We aspire to play a leading role in reconciliation as advocates with and for Aboriginal and Torres Strait Islander peoples and communities—especially through truth telling and building greater cultural understanding.

UQ provides staff with a beautiful working location and welcoming campus culture. Working at UQ will provide you with a range of benefits including:

- flexible working culture, with access to a range of flexible working arrangements;
- cultural leave for Aboriginal and Torres Strait Islander staff;
- access to services on campus, including childcare centres;
- health and wellbeing initiatives; and
- opportunities to connect with staff networks, such as the Aboriginal and Torres Strait Islander Staff Network and the UQ Ally Network.

The University of Queensland believes in maintaining a safe work environment for all, which is why we are introducing a COVID-19 vaccination requirement that all staff be fully vaccinated, subject to limited exemptions.

More information about life at UQ including staff benefits, relocation and UQ campuses is available at: [staff.uq.edu.au/information-and-services/human-resources](https://staff.uq.edu.au/information-and-services/human-resources)





## Cultural support at UQ

Workplace Diversity and Inclusion provides information and support to staff and prospective staff and drives strategies and initiatives to create a safe, welcoming and inclusive space for staff at UQ that values the strength of diversity. The Indigenous Employment Team is responsible for the development and implementation of the [Aboriginal and Torres Strait Islander Employment Strategy 2019–2022](#) which aims to support Aboriginal and Torres Strait Islander people and staff through three main objectives:

### Grow

**Position UQ as an employer of choice for Aboriginal and Torres Strait Islander peoples in all levels and areas of the University.**

### Develop

**Provide access to career development opportunities for Aboriginal and Torres Strait Islander staff.**

### Respect

**Develop a workplace that values the contribution and positive difference that Aboriginal and Torres Strait Islander staff provide.**

Aboriginal and Torres Strait Islander staff at UQ are encouraged to celebrate their culture, history and country and are entitled to five days of cultural leave annually to attend cultural activities, obligations and ceremony.

The [Deputy Vice-Chancellor \(Indigenous Engagement\)](#) is responsible for leading the implementation of UQ's first [Reconciliation Action Plan](#) and strengthening leadership within the University in relation to Indigenous Engagement, as well as building links with the community. The [Aboriginal and Torres Strait Islander Studies \(ATSIS\) Unit](#) strongly supports the celebration of Aboriginal and Torres Strait Islander cultures and recognises the enormous contributions that Aboriginal and Torres Strait Islander peoples and perspectives bring to UQ's learning, discovery and engagement activities and supports students from pre-enrolment through to graduation.

UQ's [Aboriginal and Torres Strait Islander Staff Network](#) provides a regular opportunity to get together, share stories, make connections and yarn about how UQ can keep developing as an employer of choice for Aboriginal and Torres Strait Islander peoples. There is also a network newsletter that promotes UQ jobs, training and development opportunities and useful tips, and enables us to share achievements from our community.

More information on Aboriginal and Torres Strait Islander Staff support can be found on our [current staff website](#).

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## Further information

General information on the University is available through the University's website: [uq.edu.au](https://uq.edu.au)

Other documents which you may wish to refer to include:

- Annual Report:  
[about.uq.edu.au/organisation/policies-procedures-guidelines/annual-reports](https://about.uq.edu.au/organisation/policies-procedures-guidelines/annual-reports)
- Governance:  
[about.uq.edu.au/governance](https://about.uq.edu.au/governance)
- Key statistics:  
[pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx](https://pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx)
- Organisation chart:  
[about.uq.edu.au/files/5643/org-chart.pdf](https://about.uq.edu.au/files/5643/org-chart.pdf)
- Research at UQ:  
[research.uq.edu.au](https://research.uq.edu.au)
- Strategic Plan 2022–2025:  
[about.uq.edu.au/strategic-plan](https://about.uq.edu.au/strategic-plan)
- UQ Global Strategy:  
[global-strategy.uq.edu.au](https://global-strategy.uq.edu.au)
- UQ Reconciliation Action Plan:  
[about.uq.edu.au/reconciliation/plan](https://about.uq.edu.au/reconciliation/plan)
- UQ Aboriginal and Torres Strait Islander Employment Strategy:  
[staff.uq.edu.au/files/24066/uq-indigenous-employment-strategy-2019.pdf](https://staff.uq.edu.au/files/24066/uq-indigenous-employment-strategy-2019.pdf)







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