



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Appointment of School Manager

SCHOOL OF BIOMEDICAL SCIENCES



CONTENTS

School of Biomedical Sciences	01
Equity, diversity and inclusion (EDI)	02
Role of the School Manager	03
About you	05
Conditions of employment	06
How to apply	06
The University of Queensland	07
Governance	08
Strategic direction	08
Strategic Plan 2022–2025	09
UQ Leadership Framework	10
About Brisbane	11
Further information	12



School of Biomedical Sciences

The School of Biomedical Sciences (SBMS) is a multi-disciplinary teaching and research School within the Faculty of Medicine at The University of Queensland.

SBMS teaches over 15,000 students each year in science, health and medical courses across a broad range of disciplines including anatomy, physiology, pharmacology, pathology, neuroscience, developmental and cell biology.

Studying biomedical science provides a pathway to a diverse range of career opportunities in medicine, clinical and pharmaceutical occupations, and discovery and translational research. Our innovative and high-quality teaching is based on the latest research to ensure you graduate with world-class skills, knowledge and understanding.

Our research spans 10 [research themes](#) and aims to understand the structure and function of the human body in health and disease. Our knowledge gains are directed at helping to make healthy pregnancies, healthy bodies, healthy minds and healthy aging with many of our academics collaborating with clinical and/or industry partners. We have an international exchange Honours program and an active higher degree research student population coming to us from around Australia and the world.

SBMS [staff](#) sit across a number of buildings on the UQ St Lucia campus that are constantly being updated. We have [core research facilities](#) for histology, microscopy, molecular biology, physiology as well as newly refurbished informal learning and study areas for students in the Biomedical Hub. The [Gross Anatomy Facility](#) and [Integrated Pathology Learning Facility](#) are open for both teaching and learning opportunities and research projects.



Equity, diversity and inclusion (EDI)

Our commitment

We know that our success as a university is determined by our ability to attract and retain highly talented, committed people who are leaders in their field. For this reason, we are intent on embedding a supportive and inclusive culture built around UQ's values, where the many talents, passions and perspectives of our staff and alumni are encouraged and nurtured.

In line with this, UQ deeply values equity, diversity and inclusion, and seeks to reflect the broader community by attracting and retaining high-quality staff from a range of backgrounds. We are committed to identifying and addressing areas of under-representation among staff and aim to provide a respectful and healthy work environment for staff from all backgrounds, focusing on six key areas:

- Aboriginal and Torres Strait Islander employment
- Gender
- Sexuality, gender and sex
- Cultural and linguistic diversity
- Disability
- Age

UQ has a progressive diversity and inclusion policy framework to support and enable staff.

UQ's strategic EDI priorities

UQ has committed to specific targets (The University of Queensland Strategic Plan) in the areas of gender equity and Indigenous employment and undertakes substantial programs of work to achieve these strategic aims.

Improving gender equity

UQ has a [range of initiatives](#) to address barriers to attraction, retention and progression of women and gender diverse staff and close the gender pay gap. We remain committed to changing workplace culture and making gender equality central to our work demonstrated by:

- UQ Gender Equality Action Plan
- SAGE Athena SWAN Bronze status
- AWEI Gold Award
- UQ Gender Steering Committee
- UQ Ally Network

Aboriginal and Torres Strait Islander employment

UQ is committed to the employment, career development and support of Aboriginal and Torres Strait Islander peoples and recognises their contributions to its community in academic and professional roles and at all levels across UQ. The Indigenous Employment team seeks to create an environment of cultural respect and understanding across UQ for all Aboriginal and Torres Strait Islander employees, and invites them to join the Indigenous staff network to stay informed and be actively involved in the UQ Indigenous community.



Role of the School Manager

About this opportunity

The School Manager is the primary advisor to the Head of School (HoS) and wider School community on all matters pertaining to University, Faculty and School policies, operations, legislative requirements, budget management and core business processes.

The School Manager is part of the School Executive, contributing to School strategic and operational management, service design and delivery within the broader Faculty and UQ professional services operating environment. The role supports the delivery of high-quality teaching, research, and operational goals through collaboration and working in partnership with a range of organisational stakeholders.

Duties

Strategy and operations

- Assists the HoS and School Executive with developing strategy; defining, operationalising and achieving School priorities; and establishing measures of success.
- Coordinates review and reporting processes for the School, Faculty and University.
- Advise the HoS on enabling organisational structures which facilitate the implementation of strategy.
- Assists with the development and funding of agreements with outside agencies.
- Facilitates the efficient operation of research and commercial projects by ensuring that appropriate administrative systems are in place.
- Ensures School and Faculty design and deliver a seamless experience to staff, students and industry and other external stakeholders.
- Builds collaborative relationships which bring strategic focus to the School and Faculty.
- Liaise with Central UQ services such as Marketing and Communications, Property and Facilities, Advancement, IT, Student Services and Human Resources.

Governance and risk

- Provides management assurance (monitoring, audit and review) that current and emerging risks are being managed through effective general management controls within the School.
- Ensures the statutes, regulations and professional standards unique to the School and Faculty Community are identified, understood, complied with and incorporated in professional development and operational planning activities.
- Supports the HoS with major internal or external policy changes and their implications for the School including the identification, management and mitigation of risk.

Leadership

- This role requires Senior Manager Capabilities from UQ's Leadership and Management Framework and will be required to supervise senior professional staff.



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.

Organisational relationships

The position reports to the Head of School, School of Biomedical Sciences and has a functional reporting relationship to the Faculty Executive Manager, Faculty of Health Medicine and Behavioural Sciences.



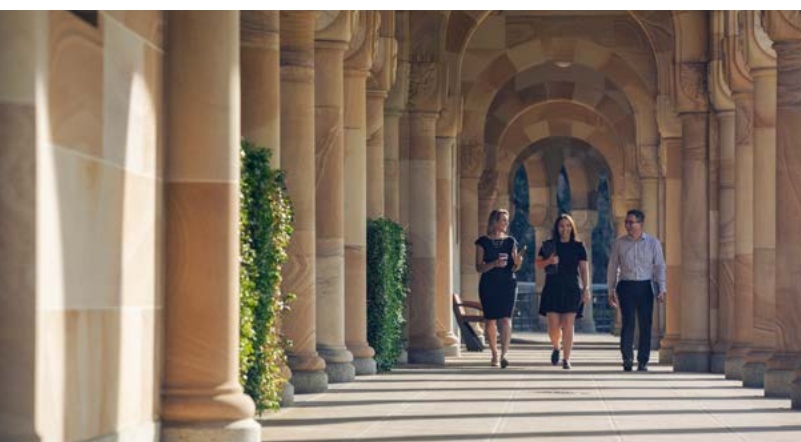
About you

Essential

- A postgraduate degree with relevant experience in a university or similar environment; extensive experience in a role of similar size and scope and/or an equivalent combination of relevant experience and /or education/training is required.
- Extensive work experience in a relevant leadership role, preferably within a tertiary education environment, with a focus on financial and budget planning, human resource management, and student / academic administration and facilities management. Your financial acumen will be strong given the focus of this role on financial and budget planning and data analysis.
- Ability to act independently with strong attention to detail and take initiatives with minimal direction, within established policies and guidelines, in a complex financial and human resource environment.
- An advanced ability to devise administrative strategies, policies and systems and to analyse and interpret resulting data, accepting responsibility for provision of a consistently high quality, professional level of service with a strong client focus.
- Demonstrated leadership ability, in particular experience in leading, motivating and developing multi-site teams to achieve operational objectives and balance competing priorities.
- High level communication and interpersonal skills including demonstrated ability to liaise and consult; edit, write and prepare reports and submission; negotiate complex issues and manage change; and communicate with diverse groups.
- An awareness and understanding of the culture and challenges facing a global university with ambitions to be consistently placed in the top 50 of the world's universities.

Additional information

UQ is committed to a fair, equitable and inclusive selection process, which recognises that some applicants may face additional barriers and challenges which have impacted and/or continue to impact their career trajectory. Candidates who may not meet all of the essential criteria are strongly encouraged to apply for and demonstrate their potential in the role, even if certain selection criteria can't be met. Candidates may also wish to proactively outline any barriers/challenges which have impacted their career. The selection panel will consider both your potential and any performance relative to opportunity considerations when assessing your suitability for this role



Conditions of employment

This is a full-time, fixed-term position for up to five years at HEW Level 10.

How to apply

When you're ready to submit an application, we ask that you please create a profile via the [UQ Careers](#) portal and upload the following documents:

- Resume
- Cover letter summarising how your background aligns to the 'About You' section



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 (40), Academic Ranking of World Universities (63), and Times Higher Education World University Rankings (77).

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, Gatton and Dutton Park. 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 4 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

Strategic direction

By 2032, UQ will be known as a university that:



Delivers highly sought-after graduates, who are prepared for future success through rich and broad educational experiences



Leads as a premier provider of high-quality postgraduate and lifelong learning opportunities



Leverages the breadth and depth of its research capabilities and vibrant precincts to address the world's most pressing challenges



Is a trusted and agile partner widely regarded as a leader in entrepreneurship, knowledge exchange and commercialisation



Has an extensive global reach in education and research with a strong commitment to capacity building in the Indo-Pacific



Breaks down barriers to education through the targeted and effective Queensland Commitment



Is values-led, deeply committed to delivering for the public good and supporting our people, leading reconciliation, and embracing different life experiences and perspectives



Strategic plan 2022-2025

Our vision

Knowledge leadership for a better world.

Our mission

Our core purpose is to deliver for the public good through excellence in education, research and engagement with our communities and partners: local, national and global.

Our values

What we strive for

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

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

Integrity

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

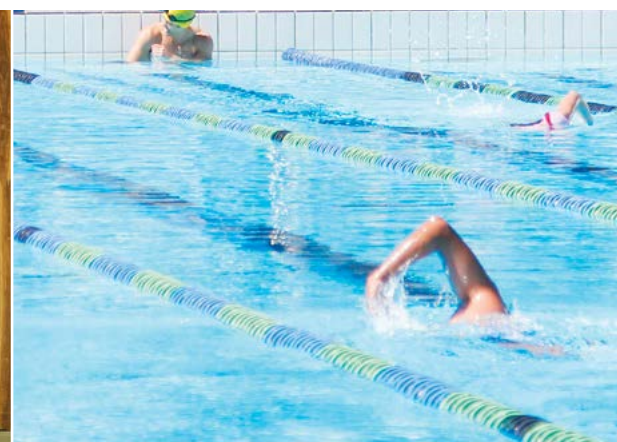
Courage

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.

about.uq.edu.au/strategic-plan

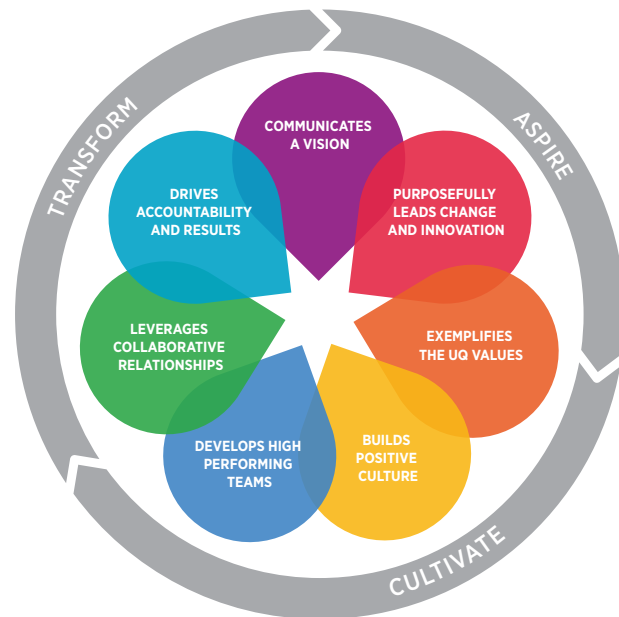


UQ Leadership Framework

As a leader at UQ you are a role model for our values.

Our leaders act with integrity and prioritise the development and growth of our people to ensure excellence for the long term.

The Leadership Framework is underpinned by seven capabilities expected by all UQ leaders.



Aspire

Enact UQ's vision, anticipate change and leverage innovation.

1. Communicates a Vision

Develops and communicates a clear vision and direction for the future, aligned with UQ's vision, values and aspirations.

2. Purposefully leads change and innovation

Remains agile and effectively manages change and unexpected disruption by finding innovative solutions.

Cultivate

Exemplify the UQ values and develop high performing teams and positive culture.

3. Exemplifies the UQ Values

Role models UQ values and demonstrates loyalty to the University.

4. Develops high performing teams

Develops empowered and high performing teams, investing time, energy and resources into helping people achieve their potential.

5. Builds positive culture

Creates respectful and constructive workplaces where people feel safe and valued, and addresses unacceptable behaviours.

Transform

Deliver results that make a difference and create long-term value.

6. Leverages collaborative relationships

Identifies opportunities to collaborate and forges partnerships, embracing the ethos of 'One UQ'.

7. Drives accountability and results

Holds self and others accountable for delivering against objectives and is focused on creating long-term value for UQ.



About Brisbane

Brisbane is the sunny, sophisticated capital city of Queensland and gateway to many famous attractions. Australia's third largest city and fastest-growing capital with a population of more than 2.5 million, it offers a safe, friendly, multicultural environment characterised by the Brisbane River, parklands, convention facilities, museums, theatres, art galleries, a casino, malls, shopping districts, and a host of cosmopolitan restaurants and cafes.

Selected as host city for the 2032 Olympic and Paralympic Games, visitors can expect unbeatable sports experiences in 37 world-class venues, set against a backdrop of iconic beachfronts, breath-taking rural hinterland, and an exciting city rich in culture and entertainment.

Brisbane also offers a range of lifestyle benefits. Combine artistic and outdoor adventures at South Bank, where cultural institutions and restaurants meet riverside gardens and a lagoon. Take a paddle steamer or ferry down the Brisbane River, abseil Kangaroo Point cliffs, or bike ride through the City Botanic Gardens. Or enjoy a day trip to Moreton Island, Noosa, the Sunshine Coast or Gold Coast, or visit beautiful national parks, rainforests and tourist attractions such as Australia Zoo, Dreamworld and other theme parks.

The perfect place to raise a family, Brisbane has been dubbed a food and drink lover's paradise, and is also one of Australia's most liveable and affordable capital cities, with sunny days almost all year round and enough rainfall to keep the city and suburbs cool and green.

A few hours drive north from Brisbane is the Great Barrier Reef, one of the 'natural wonders of the world'. As the largest World Heritage Area, it stretches more than 2,000 kilometres alongside the coast, and is home to around 1,500 species of fish and 350 types of coral. Stradbroke and Fraser Islands are also world-famous attractions close to Brisbane, featuring some of the largest sand dunes in the world.

A leader in education

Brisbane has a wide range of high-quality schools at primary and secondary level, religious and non-denominational, single-sex and co-educational, with many offering excellence programs or other specialty features such as the International Baccalaureate. Brisbane also offers some of the greatest learning institutes in Australia, with 3 internationally recognised universities covering all areas of study from law and medicine through to business, marketing, tourism, IT and biotechnology. The University of Queensland (UQ) is one of Australia's leading research and teaching institutes, ranking among the world's top universities.

Lifestyle

In the heart of Brisbane city, Queen Street Mall is a vibrant shopping and lifestyle precinct and is Australia's most popular pedestrian mall. Brisbane is also the home for many of Queensland and Australia's major sporting events in rugby league, rugby union, AFL and cricket.

Brisbane residents have excellent access to health care in both public and private sectors, covering hospitals, general practitioners, dentists, and other allied healthcare professionals. The numerous public and private hospitals include the Princess Alexandra Hospital, the Mater Hospital network, the Queensland Children's Hospital, and the Royal Brisbane and Women's Hospital. Urgent and emergency medical care is readily available to everyone.



Further information

General information on the University is available through the University's website:
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
- Governance:
about.uq.edu.au/governance
- Key statistics:
pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx
- Organisation chart:
about.uq.edu.au/files/5643/org-chart.pdf
- Research at UQ:
research.uq.edu.au
- Strategic Plan 2022–2025:
about.uq.edu.au/strategic-plan
- UQ Global Strategy:
global-strategy.uq.edu.au
- UQ Reconciliation Action Plan:
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





THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

uq.edu.au