

Manager, Design & Fabrication Facilities Research Portfolio Academic Division



the university
for the real world

About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Research Portfolio

QUT has experienced the strongest, sustained research growth of any university in the sector over the last ten years. The scale and complexity of research at QUT has reached a level that requires enhanced processes and resources to support the University's research community in meeting its aspirations and compliance obligations.

The Research Portfolio provides high quality support and training and conducts compliance and reporting across a range of obligations at an organisational level in an environment of dynamic growth in cross institutional collaborations.

The Portfolio is currently comprised of a number of units including (but not limited to):

Office of Research Services (ORS) provides high quality support and assistance to QUT staff, students, collaborators and partners to identify, attract and manage funding from competitive, commercial, programmatic and consultancy sources. The Office also manages the university's research management platforms and coordinates internal and external research reporting.

Office of Research Ethics and Integrity (OREI) assists researchers in seeking ethical approval and governance of all human, animal and biological related research and in meeting statutory and research integrity obligations. OREI arranges research integrity, ethics and biosafety training.

Office of eResearch capitalises on digital disruption to deliver high-impact, transdisciplinary research. The Office works in partnership with researchers and end users to develop technological solutions that solve real-world problems by understanding the research question, bringing clarity to the technical and socio-technical challenges and applying leading-edge technology to develop solutions that meet the needs of QUT's stakeholders.

Office of the Pro Vice-Chancellor (Graduate Research and Development)

- **Graduate Research Centre (GRC)** provides support and advice to higher degree research (HDR) candidates and supervisors across the HDR lifecycle including admissions and enrolment, award and administration of scholarships, candidature management and thesis examination.
- **Graduate Research Education and Development (GRE+D)** supports learning and skills development for all research students and their supervisors, thereby preparing industry and work ready research graduates.

About the Position

The Manager, Design & Fabrication Facilities is responsible for the optimum operation of Facilities, ensuring professional delivery of research services, facilitating establishment and renewal of research infrastructure capabilities, and deployment of systems and processes towards efficient and effective delivery of said capabilities.

In line with the other Research Infrastructure teams, the incumbent will manage allocated resources and contribute to planning across people and technology platforms and look to leverage opportunities across research and teaching and learning.

The position will provide leadership to Facility laboratory managers and technicians, ensuring effective workforce planning, workload and performance management, staff training and development.

The position is responsible for liaising and interacting with a wide variety of internal and external contacts, including academic and professional staff from faculties and representatives from external organisations.

This position reports to the Director, Research Infrastructure Operations for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Provide leadership and manage the human, financial and physical resources and infrastructure of the Design & Fabrication Facilities, ensuring compliance with relevant legislative frameworks and University policies and procedures.

- Develop systems and work practices to support access to Design & Fabrication capabilities, underpinned by a strong focus on customer service.
- Provide strategic advice on opportunities to maximise the value of Facilities for research, research training and external industry and government.
- Develop strong relationships with other areas of QUT, including Facilities Management and Digital Business Solutions.
- Manage capital and non-capital projects within allocated resources, scope and delivery timeframes.
- Identify and manage business risks through effective risk management strategies.
- Work with the Director, Research Infrastructure to develop plans, bids, budgets and monitor performance metrics for Design & Fabrication Facilities.
- Comply with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses.

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Gardens Point campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to postgraduate qualifications with extensive experience in a design and fabrication environment, or an equivalent combination of relevant experience and/or education/training.

2. Extensive experience in managing the operation of a Research Facility.
3. Demonstrated entrepreneurship in the provision of research enabling technology and services that is aligned with organisational strategy.
4. Demonstrated success in influencing stakeholders, identifying business and research opportunities, and fostering collaboration towards implementing solutions.
5. Proven effective leadership and performance and resource management skills that drive teamwork, excellence in service provision and operational efficiency.
6. High level interpersonal skills and a consultative approach to information sharing and the provision of advice for effective decision-making and policy development.

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 10 (HEW10) which has an annual remuneration range of \$143,375 to \$160,362 pa. Which is inclusive of an annual salary range of \$122,188 to \$136,664 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to: