Manager, Research Information and Systems Support (RISS)

Office of Research Services

Academic Division

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 Research and Innovation

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 Portfolio of R&I 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 five 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

Located in the Office of Research Services, Research Portfolio, the position of Manager, Research Information and Systems Support (RISS) will be responsible for the management and coordination of high quality services in relation to the University's research data, research platforms, and research reporting capabilities.

The incumbent will be required to manage a highly productive team, deliver robust business solutions, and support statutory reporting obligations such as the Federal Government's Excellence in Research for Australia (ERA) Initiative.

This position reports to the Executive Director, Office of Research Services for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Manage and coordinate the delivery of high quality services in relation to the University's research data, research platforms including RAD, and research reporting capabilities.
- Support the University's Research Centre Initiative by adhering to the endorsed non-membership model and complying with the research attribution framework.
- Support the University's response to the Federal Government's Excellence in Research for Australia (ERA) Initiative and the Engagement and Impact Assessment cycles.

- Ensure the University's research data and research platforms are trusted, accurate, reliable, and accessible by the QUT community.
- Deliver clear and concise research reports that enable managers to monitor research quality and research performance and inform senior executives to make well considered strategic decisions.
- Develop, in conjunction with the Executive Director, operational and strategic goals for the RISS team that foster a cohesive team culture, deliver client focused services, and promote best practice principles of data management.
- Provide leadership and direction in guiding the RISS team through organisational restructures, business transformations, and digital growth.
- Actively engage with stakeholders, partners, and the QUT community to facilitate client focused initiatives, develop value-add business solutions, and deliver high quality research services.
- Provide recommendations and provision for future state solutions to ensure business continuity in relation to the deployment and optimisation of research management systems and the design and implementation of research reporting capabilities.
- Compliance 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

Kelvin Grove campus.

Selection Criteria

1. Education, training, and/or relevant experience equivalent to the completion of postgraduate qualifications and extensive experience in data management.
2. Demonstrated knowledge of processes, applications and comparative analytical methodologies used in performance monitoring and quality metrics, together with experience of corporate systems, complex relational databases, and research management platforms.
3. Demonstrated high level digital literacy and competency in the use of information technology, in particular data management concepts, development of reports and dashboards, and the ability to design robust business solutions.
4. Demonstrated analytical skills relating to interpretation of data, information, policies and procedures with reference to corporate research data management, research quality, and research performance.
5. Demonstrated highly developed interpersonal and verbal communication skills including the ability to lead a productive multi-skilled team and engage with senior executives to achieve successful outcomes.
6. Demonstrated highly developed written communication skills including the ability to deliver clear and concise reports and articulate proposals to achieve operational and strategic goals.
7. Demonstrated ability to be agile to meet overlapping deadlines and effectively manage competing priorities with a commitment to delivering high quality services.
8. Demonstrated experience in supporting and managing Pure, ResearchMaster and RAD.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 9 (HEW9) which has an annual remuneration range of $133,814 to $140,187 pa. Which is inclusive of an annual salary range of $114,040 to $119,470 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:

- 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.

Information for applicants

The position is open to any ongoing, fixed-term, casual or sessional staff member. This includes any staff member who was employed by QUT on or after 23 April 2020. Indigenous Australians who have not been employed by QUT previously are also eligible and are encouraged to apply.

For further information about the position, please contact Michael McArdle, Executive Director, Office of Research Services, on (07) 3138 5376; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration "performance or achievement relative to opportunity". We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

How to Apply

For further information and to apply, please visit www.qut.edu.au/jobs for reference number **20728(b).**

When applying for this position, a Curriculum Vitae and up to a two-page covering letter outlining your suitability for the role against the selection criteria will be required.

Applications close: 17 January 2021