

Research Infrastructure Business Operations Manager

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 Research Infrastructure Business Operations Manager provides leadership to the Research Infrastructure Business Operations team and group-wide operational support.

This position is a key member of the Research Infrastructure leadership team, working closely with the Pro Vice-Chancellor (Research Infrastructure), other members of the leadership team within the Infrastructure portfolio, and other senior leaders to develop systems and processes that support the efficient and effective delivery of R&I's research infrastructure capabilities.

The position is required to liaise effectively with a wide variety of internal and external contacts, including both academic and professional staff from partnering faculties and with representatives from external organisations. It includes principal liaison with the following internal partners - Human Resources, Facilities Management, Health Safety Environment, Digital Business Solutions and Finance Business Solutions.

In addition, the Research Infrastructure Business Operations Manager also has a role as manager of the Samford Ecological Research Facility (SERF). In this capacity, the position is responsible for providing leadership and management of staff, financial and physical resources and infrastructure for the facility.

This position reports to the Pro Vice-Chancellor (Research Infrastructure) for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Provide leadership and manage the Research Infrastructure Business Operations team.
- Provide leadership to a range of services that support sound management and the sustainable development of R&I's research infrastructure, underpinned by good governance practices.
- Coordinate business improvement and benchmarking projects for the research infrastructure portfolio, including tracking of contracts and project pipelines etc and managing and monitoring the human, financial and physical resources that support those projects.
- Actively contribute to the efficient and effective leadership of R&I's research infrastructure portfolio by providing strategic advice on emerging global and national research infrastructure frameworks, policies and trends as well as drafting policies and procedures.
- Draft discussion papers, business cases and other relevant documentation in support of the portfolio, including website and promotional content management, informed by communication with internal and external stakeholders as appropriate.
- Undertake analysis of and develop reports on data generated by QUT business systems relevant to the research infrastructure portfolio, including aggregated metrics and reporting.
- Work with other Team Leaders on the provision of a coordinated service to support research projects managed through R&I's research infrastructure facilities.
- Manage the Samford Ecological Research Facility (SERF) and provide strategic advice on opportunities to maximise the value of SERF for research, education and external industry and government including coordinating bids to extend the capabilities of SERF.
- Comply with health and safety policies, procedures, hazard reporting and safe work practices, ensuring staff and students working in, or visiting, facilities receive appropriate induction and safety training, and have an awareness of health and safety policies.

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

Essential:

1. Education, training and/or experience equivalent to postgraduate qualifications, with extensive relevant experience in a research infrastructure environment and business operational management.
2. Evidence of exceptional performance in supporting research-related policy development and project delivery under minimum supervision.
3. Highly developed interpersonal skills, including the ability to develop collaborative partnerships with both internal and external stakeholders in support of leveraging research opportunities.
4. Proven effective leadership skills that drive team work, high performance and excellence in service provision.
5. Evidence of ability to synthesize complex material and issues underpinned by high level written communication skills, to support the development of business cases and submissions.
6. Strategic thinker with highly-developed problem solving skills.
7. Record of establishing and maintaining a framework for continuous improvement.

Desirable:

1. Training and experience in managing ecological research infrastructure and evidence of the ability to establish and maintain national/international networks in ecological research infrastructure.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 9 (HEW9) which has an annual remuneration range of \$133,427 to \$139,780 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.

