POSITION DESCRIPTION

Position Title: Communications Officer
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3027255
Type of Employment: Full-time, Fixed until December 22, 2017
Classification: HEW 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

V3. April 2016
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the University.

The Faculty currently includes six schools and four research 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
- Centre for the Business and Economics of Health
- Centre for Youth Substance Abuse Research
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences

More information about the Faculty is available at: http://habs.uq.edu.au/

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Communications Officer supports the strategic and operational communication activities implemented by the Faculty of Health and Behavioural Sciences in both its internal and external communications. The Communications Officer will work as part of the HaBS Faculty Marketing and Communications Team and provide direct support to the Senior Media and Communications Officer and Senior Communications Officer.

Duties

Duties and responsibilities include, but are not limited to:

- Source and write content to support the Faculty’s corporate public relations and communications strategy
• Support public relations and communications activities to enhance the Faculty’s programs and profile across its key stakeholder groups including prospective students, staff, industry partners and alumni

• Support the development of marketing material, publications and presentations relating to corporate communications

• Identify and support positive working relationships with Faculty stakeholders to strengthen relationships and identify opportunities to publicise the Faculty and its key messages

• Monitor and provide support to the Faculty’s quarterly media and social media reports

• Identify, research, write and edit original material for various internal or external materials, social media and online publications

• Support media enquiries, assist journalists and support media events for the Faculty when necessary

• Assist in the sourcing and production of digital content including blogs, videos, podcasts, eNewsletters and social media.

**Travel and Out of Hours Work**

• Attend programs and/or functions outside normal business hours as required.

• The position is primarily based at the St Lucia campus however will be required to work from other UQ locations as required.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• 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 or Institute/School

• the adoption 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 Marketing and Communications Manager, Faculty of Health and Behavioural Sciences.
SELECTION CRITERIA

Essential
- A degree in journalism/communications with at least two years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training in the communications/public relations industry
- Demonstrated experience in communications and public relations
- Demonstrated ability to write media releases and web articles, as well as research, write and produce marketing publications for print and digital mediums
- High level interpersonal, verbal and written communication skills, including a demonstrated ability to write with clarity and precision
- Experience in sourcing and writing content for social media and new technologies used for communication
- Good organisational skills, including the ability to independently prioritise competing work demands to meet deadlines and an ability to identify and initiate improvements to business practices
- Demonstrated commitment to client service
- Demonstrated ability to work within a complex organisational environment with multiple stakeholders to achieve measurable outcomes.

Desirable
- Experience in producing video and podcasts
- Experience in the higher education sector
- Experience in the use of graphic design, email marketing and video editing software.

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au