POSITION DESCRIPTION

Position Title: Science Communications Coordinator
Organisation Unit: ARC Training Centre for Biopharmaceutical Innovation (CBI) Australian Institute for Bioengineering and Nanotechnology
Position Number: 3041969
Type of Employment: Full time, Fixed term
Classification: Hew Level 7

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 in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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.

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 this will be a strategic focus going forward.

Organisational Environment

The University of Queensland's Australian Institute for Bioengineering and Nanotechnology (AIBN) is a dynamic multi-disciplinary research institute dedicated to developing technology to alleviate societal problems in the areas of health, energy, manufacturing and environmental sustainability. AIBN brings together the skills of more than 450 world-class researchers complimented by an extensive suite of integrated facilities, working at the intersection of biology, chemistry, engineering and computer modelling. With a reputation for delivering translational science, AIBN conducts research at the forefront of emerging technologies, and has developed strong collaborations with leading members of industry, academia and government. AIBN goes beyond basic research to develop the growth of innovative industries for the benefit of the Queensland and Australian economies. Information about the Institute can be accessed on the Institute’s web site at http://www.aibn.uq.edu.au/.

AIBN is committed to supporting the career growth of female researchers and have a number of initiatives to support females in developing and achieving a fulfilling research career at the institute. For more information, please visit our AIBN Women in Science web site at http://www.aibn.uq.edu.au/women.

The ARC Training Centre for Biopharmaceutical Innovation (CBI), located within the AIBN is enhancing Australia’s pharmaceutical capabilities through dedicated research and development programs with leading industrial partners. The Centre conducts research and training in three thematic areas: new biopharmaceutical and diagnostic agent discovery; development of mammalian cells as factories for recombinant protein production; and advanced manufacturing of biopharmaceuticals. The CBI is supported by industry partners CSL Limited, GE Healthcare, the Australian Red Cross Blood Service and Patheon Biologics Australia Pty Ltd.

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 Science Communications Coordinator will play a key role in publicising the Centre’s research, influencing the Medical Technologies and Pharmaceuticals (MTP) sector in relation to Biologics and inspiring interest in the Centre’s National Biologics Training Program in Australia and the Asia Pacific region.
Building on the Centre’s media and public profile, the Science Communications Coordinator will lead the Centre’s communications strategy in order to raise the profile of the Centre’s research, outreach and education activities. This position will also manage the Centre’s MTP Connect Training Initiative – the National Biologics Program including the development of content, curation of the Centre’s website and social media profiles, and will take a coordinating role in a range of outreach activities across the Centre.

Duties

Duties and responsibilities include, but are not limited to:

- Work with the Centre Manager to design and implement an effective and innovative research communications strategy for the Centre to strengthen its research and training profile in Australia and internationally and encourage engagement with the Centre’s work and with the MTP Sector
- Provide high-level strategic and operational advice to the Centre Director and Manager regarding communications and outreach strategies
- Assist the Centre Manager in designing and implementing an industry, community and government engagement strategy
- Engage with Centre members in order to capture and communicate the research outputs and translate this into engaging print and digital narratives for identified audiences
- Manage the Centre’s website including but not limited to soliciting and devising content, editing, creating content from grant applications, presentations and notes, formatting and uploading.
- Work with the Centre manager to create content for the Centre's electronic newsletter highlighting training and research content on the website and maintaining the Centre’s external contacts database
- Expert support and collaboration with the organisation’s research staff in the development of educational material such as CPD programs for the MTP Sector
- Editorial support for science and research-related written documentation for incorporation into educational programs, scientific manuscripts, award and prize nominations, and institute letters of support.
- Graphic and web content design for educational programs and delivery
- Participate in the development and delivery of training workshops to the MTP Sector
- Conduct training evaluations from course participants and manage the incorporation of feedback into ongoing training module reviews
- Proactive liaison, negotiation and relationship management with Training Program partners
- Assist the Centre Manager in identifying new training opportunities, expanding and leveraging existing industry partnerships
- Any other duties as reasonably directed by your supervisor
**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 or Institute
- 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 Centre Director and is supervised on a day to day basis by the Centre Manager.
SELECTION CRITERIA

Essential

- Undergraduate degree in science and communications or related field with at least four (4) years subsequent relevant experience; or an equivalent combination of extensive relevant experience and/or education/training.

- Demonstrated experience in the development and implementation of communications, outreach and stakeholder engagement strategies, and an understanding of their context in a university or similarly complex environment.

- Excellent communication skills, with an emphasis on communicating complex concepts clearly and concisely as well as a demonstrated ability to effectively present ideas and materials and disseminate information to a broad range of audiences and stakeholders.

- Demonstrated high level of interpersonal, consultation and negotiation skills, including the ability to build and maintain effective relationships across all levels of an organisation and to build and maintain strong internal and external stakeholder relationships.

- Demonstrated experience in the planning, production and delivery of high quality material for print and digital media channels. Experience using innovative technologies and developing multimedia content and social media management would be highly regarded.

- Excellent attention to detail and ability to maintain a flexible and proactive approach to tasks within a busy work environment, organise work priorities and meet tight deadlines.

Desirable

- Postgraduate employment experience in a research or science outreach role in a University environment

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.