POSITION DESCRIPTION

Position Title: Media and Communications Coordinator
Organisation Unit: Faculty of Engineering, Architecture and Information Technology
Position Number: 1330657
Type of Employment: Full-Time, Fixed-Term until 31 December 2018
Classification: HEW Level 6

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 (60). 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 Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

The Faculty recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

For more information about the Faculty, please visit: www.eait.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

This position sits within the Faculty Marketing Team and is responsible for coordinating media and communications across the Faculty of Engineering, Architecture and Information Technology. This position is also a key contact point for the media and will work closely with the Office of Marketing and Communications to ensure an integrated communications and marketing function for the Faculty.

Duties

Duties and responsibilities include, but are not limited to:

- Work in consultation with the Faculty Marketing and Communications Manager to develop and implement effective proactive communications and public relations strategies for the Faculty of Engineering, Architecture and Information Technology.
- Source, create and develop compelling content for media, multimedia, print, and online.
- Produce, shoot and edit video to create tailored content for digital publications, online newsletters and social media.
- Lead and manage media enquiries, assist journalists and organise media events for the Faculty.
- Provide media and communications advice and assistance to Faculty staff, including internal communications.
- Assist in developing strategic plans in consultation with Schools and relevant staff and assist in implementing promotional activities and marketing collateral.
- In accordance with Faculty and University corporate guidelines, assist in the production of materials promoting the programs, research and activities of the Faculty.
- Work closely with EAIT Advancement and International staff to develop communication materials ensuring a broad range of student, alumni, research and philanthropic stories are being represented.
- Liaise and build positive working relationships with a wide range of university staff, to identify opportunities and ensure a representative range of stories is produced.
- 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/School
- 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 Marketing and Communications Manager within the Engineering, Architecture and Information Technology Faculty.
SELECTION CRITERIA

Essential

- Applicants should possess a bachelor’s degree in communications or related field; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in managing complex projects.
- High level of interpersonal and oral communication skills including public speaking and the ability to liaise with a wide range of individuals including senior staff of the University and external stakeholders.
- Strong ability to write and edit copy for publications and web.
- Demonstrated ability to develop relationships and work collaboratively to achieve objectives.
- Confidence to exercise initiative and judgement; and
- Flexibility to work outside normal hours when necessary, with appropriate compensation.
- Ability to prioritise own workload, work independently and meet deadlines.

Desirable

- Video editing and production skills.
- Demonstrated skills in desktop publishing, structuring/organising website content and presentation software.
- Experience in a Higher Education setting.

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.