POSITION DESCRIPTION

Position Title: Communications and Administrative Officer
Organisation Unit: Office of the Deputy Vice-Chancellor (Research)
Position Number: 3040962
Type of Employment: Fixed term, part-time
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 (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.

**The Office of the Deputy Vice-Chancellor (Research)**

The Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for enhancing the University's performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. This includes the strategic management of research at an institutional level; development of research policy; management of research strategic initiatives, and development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University's Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management; research higher degree management; and research ethics and integrity.

Further information is available at: [http://www.uq.edu.au/research](http://www.uq.edu.au/research)

**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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The Communications and Administrative Officer works closely with the Senior Administrative Officer (‘Project Officer’) to provide timely and professional administrative and governance support in relation to the work of the Office of the Deputy Vice-Chancellor (Research). This includes being responsible for the organisation and co-ordination of selected communications and events. This position will be required to implement events and online communications initiatives to deliver clear, effective and brand consistent messaging to improve the esteem for research at UQ.

The role will also assist with administrative support within the Office, including support for key committees and other working groups, assisting with the development of briefing papers and policy reviews and developing business process systems to manage key projects underway in the Office.
Duties

Duties and responsibilities include, but are not limited to:

Communications

- Develop communications plans and manage the implementation of strategies to promote the unit and its work through websites, email, publications, newsletters and other suitable communication channels.
- Coordinate arrangements for the DVC(R)’s Research Week events and workshops in conjunction with Protocol.
- Maintain content integrity and presentation of the UQR&I website.
- Liaise with the UQ R&I unit Directors in the preparation of a monthly newsletter for internal and external stakeholders.
- Lead communications best practice for the portfolio and actively work with colleagues to improve internal capabilities and processes in relation to publication and web design, event marketing, stakeholder engagement, and use of relevant technologies and tools.

Administration

- Facilitate effective lines of communication to ensure the Deputy Vice-Chancellor (Research) is well informed of matters relating to the research portfolio.
- Prepare and assist with the coordination of agendas for Committees and working groups established by the DVC(R).
- Prepare and assist with editing of minutes.
- Coordinate meeting arrangements, including liaison with members of the Senior Executive and other senior staff regarding items for agendas.
- Coordinate promulgation of meeting outcomes, actions and decisions and track items arising from meetings.
- Prepare correspondence, draft reports, briefing notes and presentations.
- Review and edit correspondence, invitations, submissions and materials prepared by other units for the DVC(R)’s signature.
- Provide back-up for the administrative roles in ODVCR where necessary.
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 Senior Administrative Officer (“Project Officer”).
SELECTION CRITERIA

Qualifications and Experience

Essential

- Completion of an undergraduate degree; completion of bachelor degree and at least 2 years subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Sound knowledge and understanding of a wide range of computer applications (particularly Microsoft Word, Excel and Outlook; Sharepoint, AdobePro, Visio, Business Objects, Aurion, UQ CMS and Drupal), in a large to medium sized organisation or the demonstrated ability to rapidly acquire such knowledge.
- Demonstrated expertise in corporate communications, public relations and journalistic writing (news and feature).
- Demonstrated writing and editing skills, including a demonstrated ability to write with clarity, accuracy and precision in the production of briefings, presentations and communication materials with awareness of cultural differences and political sensitivities.
- Ability to translate complex matters into clear and succinct messages, including through webpages, media releases, publications and infographics.
- An understanding of, and demonstrated experience in, webpage design and new technology used for communication.
- Ability to organise and complete multiple tasks simultaneously with close attention to detail and prioritisation to meet deadlines.
- Ability to take initiative and work co-operatively and collaboratively.
- Strong interpersonal skills, with the ability to communicate with diverse groups, both within the University and the broader community and a commitment to client service.

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.

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