



POSITION DESCRIPTION

Position Title:	Senior Marketing and Events Coordinator
Organisation Unit:	Australian Research Data Commons (ARDC) - (Research Data Services (RDS) - Pro-Vice-Chancellor (Research Infrastructure))
Position Number:	3067177
Type of Employment:	Full Time, Fixed term
Classification:	HEW Level 8

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 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+.

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 Australian Research Data Commons (ARDC) is funded by the Australian Commonwealth Government. The funding has been provided through the National Collaborative Research Infrastructure Strategy (NCRIS) as part of the 2016 National Research Infrastructure Roadman.

The University of Queensland has been contracted by the Commonwealth Government to support the ARDC, along with the University of Melbourne, and Monash University. The ARDC replaces three projects – ANDS through Monash University, NeCTAR through the University of Melbourne, and RDS through the University of Queensland.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this role is to coordinate, execute and market ARDC internal and external events at the highest standard. The Events and Marketing Coordinator is responsible for coordinating, planning and executing external and internal ARDC events/activities. This position is also responsible for marketing ARDC events and activities to researchers, the eResearch sector and research infrastructure and services providers. The role sits within the Communications team and will work across the ARDC with a range of internal and external stakeholders.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinate, plan and execute external and internal ARDC events/activities
- Identify marketing opportunities for the ARDC and make recommendations for future events/activities that will support the ARDC's broader strategic priorities.
- Coordinate the promotion of ARDC events and activities to researchers, the eResearch sector and research infrastructure and services providers
- Develop marketing collateral to increase ARDC brand awareness and support ARDC activities and events
- Develop and implement processes for measuring and reporting on event outcomes
- Foster and maintain effective relationships with a range of internal and external stakeholders to deliver successful ARDC events and promotional activities

- 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 ARDC Manager, Marketing and Communications.

SELECTION CRITERIA

- Qualifications and training equivalent to a postgraduate or progress towards postgraduate qualifications in marketing, events or communications; and at least three years' experience in marketing and/or events; or and equivalent, alternate combination of relevant knowledge, training and/or experience
- Demonstrated ability and experience in marketing, planning and delivering successful events
- Ability to work under pressure and successfully deliver in-person and virtual events under tight deadlines
- Excellent interpersonal skills including the ability to communicate effectively with a wide range of stakeholders
- Well developed written and oral communication skills
- Demonstrated experience in developing marketing collateral
- Demonstrated experience in monitoring and evaluating marketing campaigns and recommending change
- Ability to work independently under limited direction while managing competing priorities and meeting deadlines
- Commitment to upholding the University's values, and with the outstanding personal qualities of openness, respectfulness and integrity

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](#) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.