POSITION DESCRIPTION

Position Title: Science Communication and Engagement Manager
Organisation Unit: TERN
Position Number: TBC
Type of Employment: Full-time, fixed term until 30 June 2022
Classification: Hew Level 9

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 (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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://uniqest.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
TERN is an Australian Government initiative to enhance Australia’s environmental research effort, particularly in the area of changes over space and time in biodiversity, land cover and carbon and water. TERN coordinates a nationally distributed set of instrumentation, data and information services, which collectively contribute to meeting the needs of long-term terrestrial ecosystem researchers and other users in Australia and globally of land observing systems. The infrastructure also contributes to Australia’s role in international programs in areas such as global flux observing. TERN was established in 2009 by a National Collaborative Research Infrastructure Strategy (NCRIS) grant from the Australian Government Department of Education and Training (DoET). Through a number of extensions and renewals of its grant, TERN’s project funding is currently in place until June 2022, with some post-project reporting requirements extending into 2023.

The TERN infrastructure investments are distributed widely under contracts to other universities and CSIRO and are coordinated and managed nationally by the TERN Project Office, located at the University of Queensland (UQ) in Brisbane. The latter is deemed the Lead Agent under the funding agreement and at UQ, TERN is administered as a Centre within the Faculty of Science. A key strategic objective is to sustain TERN into the longer term for the purpose of maintaining and growing Australia’s only systematically collected long-term national data streams from terrestrial ecosystems. Information about TERN may be accessed at http://www.tern.org.au.

Information for Prospective Staff
This position is based in the TERN Project Office at the University of Queensland (UQ) in Brisbane. Travel to other TERN facilities may be required as part of the position.

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
Provide strategic and operational communication leadership for the TERN National Research Infrastructure Project.

Duties
Duties and responsibilities include, but are not limited to:

- Represent TERN nationally and internationally, acting as an ambassador in transmitting TERN’s strategic messages, maintaining key relationships, identifying strategic partnerships and building collaboration opportunities for TERN.
• Take responsibility for operationalising TERN's long term communication strategy by developing and regularly updating TERN's communication plan, ensuring that it complements TERN's strategic plan.

• Plan and cost TERN's annual calendar of activities, linking the communication plan with TERN's strategic plan.

• Taking into account the NCRIS Funding Guidelines and TERN's role within the Global Environmental Research Infrastructure framework, work with TERN's Executive Management Group, Advisory Board and Science Advisory Committee to provide advice and take action on management of risk and potential impediments to success related to specific communication activities and campaigns.

• Implement and/or advise on appropriate coaching across TERN to ensure skills development among TERN-related personnel, including members of the TERN Executive Group and TERN Project Office, to improve communication and issues management performance of key personnel.

• Undertake evaluation of and establish metrics and analytics for impact of communication-related projects, including cost-benefit of relevant budgets and performance of participating personnel.

• Oversee professional communication in TERN by implementing brand identity procedures and creating communication materials, writing, editing, and crafting messages.

• Multiply transmission of TERN strategic messages by securing the platforms and channels appropriate to dissemination and quality control.

• Any other duties as reasonably directed by the TERN Director.

**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 TERN Director. Working within a project management framework, the incumbent will coordinate activities of TERN personnel who have roles contributing to the communication and engagement portfolio.

**SELECTION CRITERIA**

• Postgraduate research qualification related to environmental science, or the capacity to acquire such qualifications.

• Demonstrated excellent communication skills and passion for delivering creative and impactful content.
• Demonstrated high-level judgement needed to develop, implement and evaluate multifaceted science communication strategies involving stakeholder engagement and consultation, issues management, media relations, community relations, government affairs and/or change communication.

• Demonstrable capacity to identify emerging project reputational issues and implement effective risk communication strategies in a timely manner.

• Proven record of accomplishment in preparing budgets for activities such as communication, sponsorship and engagement, delivering projects within budget and undertaking post-event cost-benefit analyses of the outputs and impacts of the budgets.

• Experience in managing, supervising and developing staff, particularly in a project management environment where direct-line supervision authority may not be available.

• Demonstrated results-driven experience in working with media and digital technology to improve communication outcomes. This includes the ability to use data warehousing and visualisation software, together with supporting technologies such as Microsoft Word and Excel.

• Excellent planning and organisational skills, including a demonstrated ability to think creatively, propose a range of innovative solutions, multi-task, establish work priorities, meet timelines, adjust to new priorities, manage multiple complex projects and programs simultaneously and work collaboratively within a multiple-project team environment.

• Demonstrated ability to use and interpret available data with a view to informing strategic science communication and future strategic communication planning.

• High level computer competency, including the ability to use data warehousing and visualisation software or equivalent, together with supporting technologies such as Microsoft Word and Excel.

• Track record of achieving results with a high level of impact while working with a remote and distributed team.

• Demonstrated high-level conceptual and analytical skills for investigating issues, problem-solving and interpreting trends, policies, and practices.

• Experience in working with universities and multi-sector public-sector agencies.

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.