POSITION DESCRIPTION

<table>
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<tr>
<th>Position Title:</th>
<th>Project Officer</th>
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<tr>
<td>Organisation Unit:</td>
<td>Office of the Deputy Vice-Chancellor (Research and Innovation)</td>
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<tr>
<td>Position Number:</td>
<td>3022376</td>
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<tr>
<td>Type of Employment:</td>
<td>Fixed Term, Full time</td>
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<tr>
<td>Classification:</td>
<td>HEW Level 6</td>
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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 Office of the Deputy Vice-Chancellor (Research and Innovation)

The Deputy Vice-Chancellor (Research and Innovation) 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 and Innovation) 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 and Innovation) 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

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 Project Officer works closely with the Team Leader, Operations to provide timely professional and expert administrative support in relation to the work of the Office of the Deputy Vice-Chancellor (Research and Innovation). This includes being responsible for the organisation and co-ordination of selected communications and events. This position is required to implement online communication initiatives to deliver clear, effective and brand consistent messaging to improve the esteem for research at UQ.

Duties

Duties and responsibilities include, but are not limited to:
• Develop communications plans and manage the implementation of strategies to promote the portfolio and its work through websites, email, publications, newsletters and other suitable communication channels.

• Coordinate arrangements for the annual UQ Research Week, Town Halls, workshops, and events in conjunction with Protocol and other organisational units where appropriate.

• Maintain content integrity and presentation of the UQ Research and Innovation website.

• Liaise with UQ Research and Innovation portfolio Directors in the preparation of a monthly newsletter and other publications 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.

• Where appropriate, assist in the preparation of correspondence, reports, speeches, and presentations to ensure quality and consistency of branding.

• Review and edit correspondence, invitations, submissions and materials prepared by other units for the Deputy Vice-Chancellor (Research and Innovation)’s signature.

• Manage Deputy Vice-Chancellor (Research and Innovation) sponsorship commitments ensuring maximization of investment.

• Be a contributing member of the Research and Innovation Operations team on developing procedural guidelines for processes, improving and streamlining administration practices to increase efficiency.

• When required, undertake duties including providing support and coverage to the other Research and Innovation Operations team members.

• 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:
  o the University’s Code of Conduct
  o 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
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  o 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 Team Leader, Operations.
SELECTION CRITERIA

Qualifications and Experience

Essential

- Completion of a bachelor degree with subsequent relevant experience or equivalent combination of relevant experience and/or education/training.

- 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.

- Extensive experience in the coordination and management of complex events.

- 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 (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 ability to rapidly acquire such knowledge.

- 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 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.