POSITION DESCRIPTION

Position Title: Senior Communications Officer
Organisation Unit: Research Computing Centre
Position Number: 3047205
Type of Employment: Full Time Fixed Term
Classification: HEW 7

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

Established in 2011, the Research Computing Centre is a University level Centre reporting to the Deputy Vice-Chancellor (Research) that provides coordinated management and support of the University’s sustained and substantial investment in eResearch infrastructure. The Research Computing Centre is an innovative and multidisciplinary environment that supports collaboration to facilitate discoveries in science and engineering, humanities, and social sciences, through advanced computation, data analysis and other digital research tools. The Centre enhances the University’s eResearch infrastructure, and provides support for interdisciplinary research and education. The Centre interacts with all Faculties and Institutes, the University’s Information Technology Services and the Queensland Cyber Infrastructure Foundation as well as industry and government.

Information about the Centre may be accessed on the web site at http://www.rcc.uq.edu.au.

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 function of the position is to implement and support the internal and external communications strategy of the Research Computing Centre. This includes researching, writing and disseminating publicity material, responding to inquiries from a diverse audience, and coordinating promotional events.

Duties

Duties and responsibilities include, but are not limited to:

- Responsible to the Executive team to develop and implement an effective communications strategy based on the Centre’s target audience;
- Write, edit, and distribute content, including publications, press releases, website content, and other marketing material that communicates the Centre’s activities, resources and/or services;
- Establish and maintain effective relationships with key stakeholders both within the University and external agencies, seeking opportunities for joint promotion and engagement;
- Monitor, evaluate and report on the effectiveness of the Centre’s communications
- Seek opportunities to enhance the reputation of the Centre brand, and promote project outcomes;
Monitor reputational issues and assist with the preparation and communication of management plans
Plan, manage and coordinate promotional events including production and distribution of promotional material, staff presence, and site preparation as necessary.

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 Director, RCC.

SELECTION CRITERIA

A degree in journalism/communications or a related area and four (4) years subsequent relevant experience in the media industry, public relations, or an equivalent combination of relevant experience and/or education/training.

Expertise in communications and public relations.

Demonstrated ability to manage media inquiries, proactively pitch stories, write and edit news releases and manage news events to achieve favourable and strategic media coverage.

Demonstrated experience in social media and new technology used for communication.

Demonstrated ability to measure the impact of communication campaigns and consequently revise approaches.

High level time management and organisational skills, including an ability to set, enforce and meet deadlines and manage multiple projects at one time.

Well-developed interpersonal communication, negotiation and relationship-building skills and the ability to employ those skills to improve work cooperatively and collaboratively with diverse groups, both within the University and the broader community.

Well-developed verbal and written communication skills, including a demonstrated ability to write engagingly with clarity and accuracy.

Ability to take initiative and possess a high level to attention to detail and accuracy.
Desirable

- Knowledge of the higher education sector and the strategic requirements of a leading Group of Eight university.
- Experience in producing film, television and/or multimedia material.

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.