POSITION DESCRIPTION

Position Title: Sexual Assault Response and Prevention Coordinator
Organisation Unit: Student Affairs (Student Services)
Position Number: 2203862
Type of Employment: Full time, Fixed Term until November 2021
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 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 Deputy Vice-Chancellor (Academic) (DVCA) is a member of The University’s senior executive, and is responsible for the University’s commitment to providing high-quality teaching and learning, and enhancing the UQ student experience.

The Student Affairs Division falls within the DVCA portfolio, which brings together central units that provide operational, corporate, and pastoral support for all aspects of the student lifecycle.

The Division is a key driver in enhancing the UQ student experience, and retention, success, and employability. It has two operational arms: the Student Services Directorate, and the UQ Student Employability Centre. The Division also manages the University’s day-to-day relationship with UQU, and student accommodation providers, and works with UQ Health Care to ensure medical service provision for students.

In response to feedback that various and disparate services across UQ can be difficult to navigate, the Division is seeking to take an holistic approach to its own services, and subsequently assist more broadly across the University. This role is a new position to begin that process.

The Student Employability Centre is custodian of the UQ Student Employability Strategy, and co-ordinates and promotes the distinctive features of the UQ student experience including the ‘UQ Employability Award’, leadership, global mobility and undergraduate research experiences, and provides supports to enable students to translate, articulate and transfer these experiences into the workplace.

The objective of the Student Services Directorate is to provide a range of services and support functions that enhance the student experience and assist in ensuring student success.

The current initiatives run by Student Services fall into a number of areas:

- Advice Teams | The focus is on enabling student success through providing general and specialist support including accommodation, disability and inclusion, general welfare and international student advice.
- Learning Development Team | The focus is on supporting student success through online, group and one to one initiatives to enhance academic and learning skills for students.
- Counselling Team | The focus is on providing an opportunity for enrolled students to access professional counselling so that they may better develop and fulfil their personal, academic and professional potential.
- Student Experience Teams | The focus is on delivering projects that help students make connections and partnerships that enhance their experience at UQ. The work of this team will provide opportunities for students to build a sense of belonging and support within UQ.

Services are delivered across the St. Lucia, Gatton and Herston campuses.
Information about the Directorate may be accessed on the Student Services web site at http://www.uq.edu.au/student-services.

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 Sexual Assault Response and Prevention Coordinator coordinates the prevention and response for the campus community to sexual assault, sexual harassment, intimate partner violence, stalking, and gender/sexuality related bias incidents. This role is not responsible for providing confidential support to individuals but will coordinate the network of first responders and other professional teams in this endeavour, including the coordination and promotion of the Sexual Misconduct Support Unit.

**Duties**

Duties and responsibilities include, but are not limited to:

- In collaboration with relevant stakeholders assist in implementing the Strategic Framework and Action Plan for Sexual Misconduct Prevention and Response
- Develop, deliver and evaluate training on prevention and response with student and staff communities, including the integration of relevant and recent research
- Develop, deliver and evaluate education campaigns on topics related to both prevention and response to both student and staff communities, including website up-dates.
- Working with student groups and campus organisations to increase awareness of sexual misconduct within the context of these groups.
- Consultation and networking with internal and external stakeholders and promotion of the University’s activities and initiatives
- Collect data in regards to the sexual misconduct related data collection, management and reporting, in collaboration with the Sexual Misconduct Support Unit and the Investigations and Integrity Unit.
- Secretarial and administrative responsibilities, including secretarial duties for the VC’s Advisory Committee on Sexual Misconduct.
- Collect data and review literature to inform the continued development of prevention education programming.
- Providing support and assistance to staff and students in connecting to resources and information about support and reporting options.
- Managing the First Responder Network group
- Participate in the review of relevant PPLs, specifically the Sexual Misconduct Policy and Procedures.
- Prepare reports, including budget reports and evaluations of activities.
- Perform other duties as required.

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 Senior Manager – Student wellbeing and support

SELECTION CRITERIA

- Completion of an undergraduate degree, or an equivalent combination of at least three- four years relevant experience and/or education/training.
- Demonstrated excellent interpersonal and communication skills, including an ability to negotiate, provide advice to and liaise with a wide range of clients and stakeholders including students, academic and professional staff and other contacts.
- Experience in the development and delivery of projects and initiatives designed to improve the student experience within a higher education environment.
- Self-motivated and have excellent organisational / time management skills with the ability to prioritise own workload, work independently and meet deadlines.
- The ability to analyse data, develop reports, draft documents and integrate information from a variety of sources accurately and timely.
- Experience specifically related to the prevention of sexual assault, intimate partner violence, stalking and sexual health issues
- Experience coordinating work teams with minimal supervision
Desirable

- Postgraduate qualifications in psychology or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.

- General knowledge of the Australian higher education sector and its current issues

- Advanced knowledge of young adult development

- Advanced knowledge of applicable mental health, sexual health and higher education laws and regulations

- Practical experience in advising students in one-on-one consultations, preferably in a tertiary education environment

- Experience developing and delivering training and or workshops to university students

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

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.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au.

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.

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