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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ topped the nation, again, in the prestigious Nature Index, and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for students. Our students remain at the heart of what we do. The UQ experience 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 50,000-plus strong student community includes more than 13,300 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 250,000-plus alumni. The University has about 7000 academic and professional staff and a $1.8 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 $11 billion+ (see http://uniquest.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**

The Global Engagement and Entrepreneurship (GE&E) Division is responsible for leading UQ’s business development activities with potential partners. In particular, the Division is responsible for the development and implementation of the University’s Global Strategy, and works to enhance UQ’s reputation as a leading global institution through the management of international partnerships, programs and projects. It leads and oversees the implementation of UQ’s strategy to develop specific partnerships with universities, government, research and industry bodies, both in Australia and around the world.

The office and provides expert support and advice to stakeholders, with the aim of identifying and prioritising opportunities that will showcase and extend UQ’s research, teaching and learning, and engagement activities. The office is also responsible for developing and delivering an Entrepreneurship Strategy, which includes management of the UQ Idea Hub and ilab programs, identification of additional opportunities to support students with gaining skills and experience in entrepreneurship, and building strong links with the local, national and international entrepreneurship eco-systems.

**Information for Prospective Staff**

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**

To provide communications and intelligence materials on UQ’s global engagement and entrepreneurship activities. A key part of the role is the preparation of country and partner engagement briefs for Senior Executive staff, and to provide expertise and support on high level speeches and presentations, brochures and publications, website copy and reports.

**Duties**

Duties and responsibilities include, but are not limited to:

**Communications**

- Research and write briefing notes, background papers and reports related to international engagement activities and opportunities.
- Liaise with the UQ Library on country and partner collaborative publication reports.
- Draft speeches, letters and presentations relevant to international engagement and entrepreneurship for the Deputy Vice-Chancellor (External Engagement), GE&E Director, and other academic and professional staff.
- Assist in developing and managing GE&E’s communication plan.
- Assist in the preparation of quarterly and annual reports, and electronic direct marketing (EDM) that support GE&E’s strategic direction.
- Strategically plan and implement communication activities to promote UQ, engage with key international partners, and support global branding initiatives.
• Liaise with the UQ Office of Marketing and Communications on media releases and articles for corporate publications.
• Liaise with stakeholders across the UQ community including the Senior Executive, international managers and academic staff to source information about UQ’s international engagement activities and global priorities.
• Assist the wider GE&E team with the preparation of media releases, EDM, and print and digital publications (internal and external) utilising a variety of platforms.
• Advise on media liaison, as required.

Research
• Perform desktop research to identify notable international engagement activities.
• Gather data from university data warehouses and corporate systems on international students, project collaborations, staff, agreements and alumni.
• Interrogate publication datasets such as InCites and SciVal for international co-publications information.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
• 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 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 Manager, Communication and Intelligence.
SELECTION CRITERIA

Essential

- A degree in journalism/communications or a related area with at least four (4) years subsequent relevant experience; or extensive relevant experience.

- Demonstrated expertise producing corporate communication materials and journalistic writing including briefs, reports, speeches/presentations, news articles and web copy

- Demonstrated experience managing multiple tasks simultaneously in a deadline driven environment, while ensuring high attention to detail

- High level writing, editing and proof reading skills for both print and digital materials

- Excellent interpersonal, verbal and written communication skills, including a demonstrated ability to write with clarity, accuracy and precision, and to translate complex material for diverse audiences, both internal and external

- High level computer literacy including demonstrated experience in Adobe InDesign, Microsoft Word and Microsoft Excel, as well as in content management systems

- Highly developed interpersonal skills, with the ability to communicate with diverse groups within the University and the broader community, and a commitment to client service.

Desirable

- Experience in the field of higher education

- Experience in reporting and interpreting data from a data warehouse or corporate system, ideally relating to the field of higher education; experience using SAP Business Objects and/or Microsoft Excel to manipulate data and produce reports is desirable.

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au