POSITION DESCRIPTION

Position Title: Senior Communications and Engagement Officer
Organisation Unit: Brisbane Diamantina Health Partners
Position Number: NEW
Type of Employment: Full time, Fixed term
Classification: Hew Level 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 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 (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is the highest in Australia at 20.

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 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 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 $11billion+ (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.

Faculty of Medicine

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinifex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

Brisbane Diamantina Health Partners (BDHP)

The Brisbane Diamantina Health Partnership includes South East Queensland’s leading acute and community health services, primary care, research institutes, universities and government agencies. Through the partnership, BDHP’s members seek to accelerate the translation of research and evidence into education and healthcare practices, with the aim of tackling some of the biggest and most pressing health challenges facing communities.
throughout Queensland. BDHP contributes, locally, nationally and internationally. BDHP is also an active member and contributor to the Australian Health Research Alliance (AHRA). The alliance encompasses all nine National Health and Medicare Research Council accredited centres, providing leadership and collaboration at a national level, including system level initiatives which focus on building capacity in data driven healthcare improvements, community and consumer engagement and health system improvement and sustainability.

BDHP’s role is to accelerate and enable collaboration through facilitation, communication and engagement across the partnership and with our stakeholders. Involvement of communities, consumers, patients, families and carers, ensures solutions are based on knowledge and understanding of the specific challenges they face.

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

The Senior Communications and Engagement Officer (BDHP) will work closely with the Communications and Engagement Manager to develop stakeholder engagement and communications strategies, and lead the delivery of key activities required to engage with BDHP’s key stakeholders including health professionals, patients, community advocacy groups, the general public, researchers, medical scientists and government.

This will involve working collaboratively across the Program, as well as communications and engagement personnel from partner and stakeholder organisations, to develop content and manage communications across a range of channels, including briefings, media, social media, website, events, and e-newsletters, as well as engagement activities for BDHP.

Duties

Duties and responsibilities include, but are not limited to:

- Work with key stakeholders and the BDHP Management Team to develop and implement strategies for communications and engagement that support BDHP’s objectives.
- Work with projects and key stakeholders to develop communications and engagement strategies, provide professional advice, and deliver identified communications and engagement activities.
- Lead on planning, managing and delivering a range of community engagement activities including (but not limited to) focus groups, surveys, workshops, advisory groups, events and co-design activities.
- Lead on planning, managing and delivering a range of communications and engagement activities including (but not limited to) media, social media, website, events, e-newsletters, video, fact sheets, information and education materials and others identified in the communications strategy.
- Lead on planning, managing, developing and maintaining the BDHP website, including content development, supplier management and regular updates.
- Monitor, evaluate and report on the effectiveness of communications and engagement activities.
• Identify, develop and maintain positive working relationships with key internal and external stakeholders.
• Other duties relating to communication and engagement, as directed by the Communications and Engagement Manager.

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 Communications and Engagement Manager, Brisbane Diamantina Health Partners.
SELECTION CRITERIA

**Essential**

- Completion of a recognised bachelor’s degree in communications, engagement, marketing, journalism or a related discipline with at least 5 years’ relevant work experience, or an equivalent combination of experience and/or education/training.

- Demonstrated experience in planning, managing and delivering a range of communications and engagement activities including (but not limited to) media, social media, website, events, e-newsletters, video, fact sheets, information and education materials and others identified in the communications strategy.

- Demonstrated experience in planning, managing and delivering a range of community engagement activities including (but not limited to) focus groups, surveys, workshops, advisory groups, events and co-design activities.

- Demonstrated experience in simultaneously managing multiple communications and engagement activities on an ongoing basis.

- Highly developed interpersonal written and oral communication skills with demonstrated ability to write clearly, concisely and appropriately for specific audience groups, and communicate with diverse groups, both within the University and the broader community.

- Highly developed planning and organisational skills and ability to work in a dynamic environment.

- Experienced user of office software including Microsoft Office Suite.

**Desirable**

- Experience in IT programs including the Adobe Creative Suite, media monitoring systems, e-newsletter systems, website content management systems, and social media platforms.

- Qualifications and experience in the International Association of Public Participation (IAP2) stakeholder engagement or a similar best practice stakeholder engagement framework.

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](http://www.uq.edu.au/equity)) for further information and points of contact if you require additional support.

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

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