POSITION DESCRIPTION

Position Title: AusCERT Events, Marketing and Communications Coordinator
Organisation Unit: Information Technology Services
Type of Employment: Full time, Continuing
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 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.

Organisational Environment

The division of Information Technology Services (ITS) at The University of Queensland proactively supports the teaching, learning and research needs of the University community, providing a wide range of services to students and staff, as well as users in the wider community, in line with our values of Service, Team, Accountability and Results. It comprises three major sections located on the St. Lucia, Ipswich and Gatton campuses: Academic Services, Enterprise Support and University Networks. Also located within ITS is the internationally recognised network security group, AusCERT, which provides internet security services throughout Australia, New Zealand and Papua New Guinea. ITS manages core networks not only for the whole of The University of Queensland but also, on behalf of the Queensland Regional Network Organisation (QRNO), works with Queensland universities to manage access to the national university network (AARNet). ITS also operates Supercomputers and many of the University’s largest servers.

For further information visit our website www.its.uq.edu.au

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 primary objective of the Events, Marketing and Communications Coordinator is to coordinate AusCERT’s events (including the annual AusCERT conference), marketing and communications activities.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinate activities for the annual AusCERT conference, which includes, but is not limited to:
  - managing relationships with key sponsors, including sales and operations
  - liaising with external conference organisers, the venue and other suppliers
  - managing the conference website
  - coordinating the Australian Information Security Awards; and
  - coordinating social events at the conference
- Manage other AusCERT events from initiation to conclusion, which includes, but is not limited to:
  - budget management
  - venue selection and coordination
  - sponsorship sales and management
• program management, including liaison with speakers
• event promotion
• website management; and
• liaison with suppliers
• Coordinate and implement marketing and communications strategies for AusCERT, supporting the delivery of quality services and products to members and stakeholders, to raise the profile of AusCERT and to attract membership.
• Undertake public relations activities for AusCERT, both proactively and reactively. This includes, but is not limited to:
  o writing and distributing media releases
  o managing AusCERT’s online social media presence
  o liaising with media representatives and responding to media enquiries; and
  o monitoring AusCERT’s coverage in the media.
• Travel (intrastate, interstate and/or overseas) on AusCERT business as required.
• Provide support for AusCERT’s membership, services, administrative functions and projects.

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 Business Team Leader.
SELECTION CRITERIA

Essential

- Bachelor’s degree in business, communications, marketing or a related field, and subsequent relevant experience; OR
- An equivalent combination of education, experience and training.
- Demonstrated knowledge of event management, marketing and communication principles.
- High level interpersonal skills, including effective negotiation skills.
- Demonstrated high level written communication skills, including the ability to write press releases and website content.
- Demonstrated ability to write event plans, sponsorship prospectuses and business proposals.
- High level of oral communication skills and demonstrated ability to liaise with management, technical staff, external organisations, the media and high profile speakers/personalities.
- Effective computing skills, including experience working with content management systems and using online social media tools for marketing and communications.
- Demonstrated experience in events management.
- Demonstrated experience in devising and implementing marketing and communications strategies.
- Independent worker and self-starter with an organised and methodical approach to tasks.
- An enthusiastic and friendly personality.
- Professional in work habits and personal presentation.
- A strong client service orientation.

Desirable

- Knowledge of the information security sector.
- Ability to use Wordpress and/or Django.
- Experience working in public relations in the IT sector.

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) 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.