POSITION DESCRIPTION

Position Title: Engagement & Communications Officer
Organisation Unit: School of Architecture
Position Number: 3028589
Type of Employment: Full-time, fixed term
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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim going forward.

Organisational Environment

The School of Architecture offers a three year Bachelor of Architectural Design and a two year Master of Architecture which are professionally accredited by the Board of Architects of Queensland and the Australian Institute of Architects through the Architects Accreditation Council of Australia (AACA).

Postgraduate training in research is provided through the Master of Philosophy and Doctor of Philosophy. The Architecture Program at the University of Queensland is recognised for the quality of its contribution to the fields of Architectural Design, Environmental Technology, History and Theory of Architecture and Environment and Society. The Program is home to two Research Centres: the Centre for Architectural History Theory and Criticism and the Aboriginal Environments Research Centre.

Further details of the School’s teaching programs, together with the research interests of academic staff, the Research Centres of the School can be accessed via the University’s web site at http://www.architecture.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-ug

DUTY STATEMENT

Primary Purpose of Position

To engage diverse audiences in the activities of the School of Architecture through maximising use of digital, social and print media and communications. To support a range of activities and tasks that meets the School of Architecture’s operational requirements in fulfilling its engagement objectives and goals. To create new links and strengthen existing connections to the architectural profession and community, and to implement communication and recruitment activities to develop the positive reputation and brand identity of the School of Architecture. This position will work closely with the School's Director of Engagement and Head of School and provide administrative support to the School's Engagement Committee.

Duties

Duties and responsibilities include, but are not limited to:

Engagement

- Responsible for engaging and communicating with the School’s diverse audiences through digital, print and social media.
- Planning and implementing events and exhibitions that support the School and enhance the reputation of the University
• Develop strong working relationships with the Faculty Marketing team to fulfil the School’s engagement goals.

• Manage School outreach and engagement events, including the coordination and delivery of workshops for prospective students.

• Coordinate and implement special projects as required.

• Work closely with the Faculty marketing and advancement teams to provide administrative support to the School’s Engagement Committee.

**Advancement**

• In consultation with the Academic responsible for the School’s engagement portfolio and Head of School, develop strategies for identifying and developing initiatives to engage with the profession and generate external income through sponsorship of exhibitions, prizes and scholarships.

• Develop strong working relationships with the Faculty Advancement & Alumni Relations team to fulfil the School’s advancement goals and to ensure accurate reporting of sponsors and their contributions.

• Build, manage and maintain relationships with specific members of the profession, the Australian Institute of Architects, the Architects Registration Board and the School’s partner institutions and industry partners to assist the School in fulfilling its advancement goals.

• Support the development of external income for the School’s Social Outreach Studio Fund through sponsorship.

**Communication**

• Develop and maintain a suite of marketing and communication resources for internal and external audiences that comply with UQ, Faculty of EAIT and School guidelines and identity.

• Develop the School’s social media strategy and maintain the School’s social media accounts.

• Manage content for the School website including the production of e-materials and videos for promotional purposes.

• Source news items from School members and write copy for the School’s website, social media and occasional printed marketing material.

• Share volunteer and employment opportunities and event details with students via social media.

• Prepare material for publications and posters, including sourcing and creating images, copy writing, layout design, approvals and despatch.

• Organise the School’s image database collection and curate for specialist audiences.

**Other**

• Any other duties as reasonably directed by your supervisor.

• 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 School Manager. This position will also report to the Marketing and Communications Manager, Faculty of Engineering, Architecture and Information Technology.

SELECTION CRITERIA

Essential

- A Bachelor degree in either architecture or media and communications, graphic design, photography, digital media or related field with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to provide both leadership and practical support for engagement events and projects involving a variety of stakeholders.
- Exceptional organisational skills with the demonstrated ability to meet deadlines, with a commitment to quality outcomes, along with the ability to work under pressure and establish priorities.
- High level written skills including the ability to write and edit copy for short publications, advertising, social media and the web
- Excellent communication and interpersonal skills, and the ability to develop strong collaborative working relationships at all levels
- Demonstrated skills in managing graphic design, and working creatively within corporate brand and design guidelines
- High level software skills appropriate to the role and the ability to adapt to a dynamic software and social media environment
- Demonstrated commitment to the provision of quality client service and to continuous improvement
- A high level of accuracy and attention to detail

Desirable

- Experience in, or knowledge of architecture and design sectors
- Experience in managing and maintaining key external networks across corporate and industry environments

The University of Queensland values diversity and inclusion.

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

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