POSITION DESCRIPTION

Position Title: Communication and Engagement Officer
Organisation Unit: Sustainable Minerals Institute
Position Number: TBA
Type of Employment: Fixed term, Full Time
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 (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation 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 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

One of the UQ's eight research institutes, the Sustainable Minerals Institute (SMI) consists of some 200 staff and postgraduate students covering the areas of mining and geology, mineral processing, environment and rehabilitation, social responsibility, safety and risk, water and unconventional gas. SMI is industry-focused and consequently works with many leading global resources companies and many small-medium enterprises and suppliers. SMI interacts strongly with governments and community. A priority for SMI is the development of talent and providing an environment for successful and rewarding careers.

SMI was founded in 2001 and since its inception has established a reputation as a unique institution for integrated sustainable development research in the resource sector. SMI is a truly global institute with staff and students from around the world. SMI's people are also diverse in their discipline backgrounds, which range across disciplines including anthropology, geology, soil science, sociology, hydrology, environmental science, engineering and mine management.

The Institute recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. SMI strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.


SMI comprises six major research Centres and an International Centre of Excellence:

- WH Bryan Mining and Geology Research Centre
- Julius Kruttschnitt Mineral Research Centre
- Centre for Social Responsibility in Mining
- Minerals Industry Safety and Health Centre
- Centre for Mined Land Rehabilitation
- Centre for Water in the Minerals Industry
- SMI-ICE-Chile

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 purpose of the Communication and Engagement Officer is to contribute to and implement the strategic plan for the Sustainable Minerals Institute relating to engagement with alumni, industry, and students. The role encompasses engagement activities, event coordination, and communication with stakeholders, industry and alumni.

Duties

Duties and responsibilities include, but are not limited to:

- Contribute to the Institute’s external communications activities, including targeted EDMs, newsletter segments, and website content creation and management.
- Contribute to the Institute’s social media platforms by generating and distributing content, and sharing management of social media channels.
- Generate content for media releases, research stories, briefing documents and speeches.
- Provide event support for key external facing events, including marketing and promotion, event management and post-event analytics.
- Develop and maintain the Institute’s database of stakeholders and alumni.
- Support relationships with industry partners and enable senior level engagement.
- Develop and maintain an effective working relationship with the Chair and members of the Sustainable Minerals Advisory Board, which may include providing ad-hoc administrative support.
- Assist in the development of briefing documents, and power point presentations for the Institute Director, and other SMI staff.
- Undertake effective and timely promotion of engagement initiatives.
- Act as a backup and support for other members in marketing and communications team.

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 Sustainable Minerals Institute’s Marketing and Communications
Manager.

**SELECTION CRITERIA**

**Essential**

- Completion of a relevant degree or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to develop and maintain effective relationships with internal and external groups at all levels.
- Demonstrated ability to write content and possess a high level of digital literacy.
- Demonstrated experience in event management and/or in a role dedicated to cultivating and maintaining relationships between a service-related organisation and its clients.
- A demonstrated ability to understand and support strategic organisational goals and exercise initiative, judgement and creativity in the execution of tasks and projects.
- Proficient in Adobe Creative Suite and Microsoft suite.
- Highly developed organisational and time-management skills, including the ability to prioritise own workload, to work consistently within busy schedules, and to meet deadlines on time and within budget.

**Desirable**

- Experience working in higher education, or the mining and resource industry
- Experience with Drupal content management system or similar
- Experience with Microsoft SharePoint
- Experience with Vision 6 or similar EDM platform

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.

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