

POSITION DESCRIPTION

Position Title:	Project Officer
Organisation Unit:	Parenting and Family Support Centre, School of Psychology
Position Number:	
Type of Employment:	Fulltime, 12 months fixed term
Classification:	HEW Level 5

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 Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: <http://habs.uq.edu.au/>.

School of Psychology

The School of Psychology is one of the most prestigious schools of psychology in Australia, and its strong reputation is built on excellence in both research and teaching. The School has thriving and dynamic research profiles in almost all areas of psychology, and is able to attract visitors from overseas and other institutions in Australia. It possesses good links, often through cross-appointed staff, with other schools in the University, thus creating opportunities for interdisciplinary collaborative research.

Information about the School may be accessed on the School web site at www.psy.uq.edu.au/.

Parenting and Family Support Centre

The Parenting and Family Support Centre (PFSC) was established in 1996 as a specialist family intervention research and training facility within the School of Psychology at The University of Queensland.

The primary aim of the PFSC is to prevent behavioural and emotional problems in children by enhancing the skills and confidence of parents and by addressing family risk factors known to contribute to adverse developmental outcomes in children. A major area of the

PFSC's research and clinical activities revolve around its Triple P - Positive Parenting Program.

Details of research activities can be accessed on the Parenting and Family Support Centre's web site www.pfsc.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 purpose of the Project Officer is to contribute and implement participant recruitment and promotion activities associated with the implementation plan for the PFSC's Every Family research project. This role will work closely with the Faculty of Health and Behavioural Sciences (HaBS) Marketing and Communications team in relation to all marketing, communication and social media messaging and branding. The role will also provide general project support to team and Project Director.

Duties

Duties and responsibilities include, but are not limited to:

- Work closely with Project Director to develop and implement communication activities associated with the Every Family projects activities.
- Develop positive relationships with community agencies and engage with members of the community to organise and promote program delivery and data collection.
- Manage social media presence including promotions, online communication and reporting on activities with oversight from the HaBS Marketing and Communications team.
- Produce UQ branded materials and write as needed for recruitment of parents to the project through a variety of channels including, but not limited to, social media.
- Provide event support for key external facing events, including marketing and promotion, event management and post-event analytics
- Work with the HaBS Marketing and Communications team to proactively seek local media coverage and opportunities to promote our program.
- Coordinate Every Family project email and direct messaging platforms in line with set procedures and in consultation with Project Director.
- Assist in the development of project-related briefing documents, and power point presentations for the Project Director, and Chief Investigator group.
- Travel for meetings and networking opportunities across Toowoomba, Ipswich and Moreton Bay.
- Provide support to Every Family Local Coordinators and contract practitioners as requested by Project Director.
- General project related duties as requested by the Project Director.

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 Senior Research Fellow and Director, Every Family: Australian Triple P System Population Trial.

SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree in marketing, communications or related field; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to write content and possess a high level of digital literacy, including but not limited to experience and understanding of social media channels, including Facebook, Twitter, Instagram and YouTube.
- Advanced skills in Microsoft Suite, including word-processing, spreadsheet, database, desktop publishing and presentation software.
- Excellent interpersonal skills including the ability to communicate effectively with parents and professional stakeholders by telephone, email and in person
- 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.
- Highly developed organisational and time-management skills, including the ability to prioritise own workload, to work consistently and with flexibility within busy schedules, and to meet deadlines on time and within budget.
- Demonstrated experience and skills in the following or equivalent software packages; Qualtrics; Adobe Creative Suite (Photoshop and InDesign); and WordPress.
- Current drivers licence.

Desirable

- Knowledge of Triple P – Positive Parenting Program or experience working in organisations targeting families.
- Experience with audio-visual recording and editing.
- Graphic design skills.
- Blue card.

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 for the right candidate.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.