POSITION DESCRIPTION

Position Title: Communications Officer
Organisation Unit: Institute for Molecular Bioscience
Position Number: New
Type of Employment: Fixed Term Part Time (12 Months)
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 University of Queensland’s three largest research institutes: the Australian Institute for Bioengineering and Nanotechnology (AIBN), Institute for Molecular Bioscience (IMB) and Queensland Brain Institute (QBI) are leading global research institutes. IMB was established in 2000 as UQ’s first research institute and is the cornerstone of one of the largest bioscience research precincts in Australia. AIBN was established in 2003 and seeks to deliver innovative solutions to society’s problems through sustainable materials, healthy living and translational success. QBI was established in 2003 and is a world-leading institute focused on two of the greatest challenges of modern science: understanding brain function and the prevention and treatments of disorders of brain function.

The three institutes house more than 1000 scientists, staff and students from more than 50 countries.

Details of the research interests of the institutes may be accessed on their websites at: www.aibn.uq.edu.au, www.imb.uq.edu.au and www.qbi.uq.edu.au

Information for Prospective Staff

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.

IMB 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.

Specific initiatives at IMB can be found at (https://imb.uq.edu.au/about/equity-and-diversity-imb)

Further 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

Under the guidance of the Communications Manager, you will be responsible for assisting in implementing strategic and operational media, communications and public relations activities to positively position UQ, specifically, the Institute for Molecular Bioscience (IMB), Queensland Brain Institute (QBI) and the Australian Institute for Bioengineering and Nanotechnology (AIBN) (hereafter, ‘the Institutes’). This includes researching and writing original material such as media releases, news stories, features, publications and letters to support communications initiatives based around UQ’s and the Institutes’ strategic directions. This role will also assist with broad strategic and operational communications and activities for the Institute and ensure an integrated communications and marketing approach.

Duties

Duties and responsibilities include, but are not limited to:

Media

- Liaise with a range of staff to identify media opportunities and ensure production of a representative range of stories, both proactive and reactive
- Write, edit, and seek approval for media releases and news stories
- Produce or co-ordinate supporting multimedia for media releases and news stories
- Build and maintain relationships with key media stakeholders both within Queensland, nationally and internationally
- Develop media plans and proactively pitch stories to journalists
- Monitor reputational issues and assist with the preparation and implementation of issues management plans and media responses
- Respond to media enquiries and assist journalists in gathering information, including connecting journalists with relevant media experts
- Assist in organising media events such as press conferences and journalist visits where necessary
- Prepare reports on media coverage
- Contribute to media training for academics and professional staff

General communication

- Assist in collating content and creating communications for the Institutes, including publications and letters
- Liaise closely and build positive relationships with staff at various levels across the Institute and University to facilitate the efficient production of communications.
- Assist with ensuring internal events have appropriate communications support, including tasks such as speech writing, providing slides, giving feedback on presentations, providing guidance on event communications for researchers
- Create, upload and schedule content for internal and external digital screens
- Such other duties as may be required from time to time, as appropriate for the job family and level of the position.
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 Media Communications Manager, UQ Institutes.
SELECTION CRITERIA

Essential

- Completion of a bachelor degree in journalism/communications or a related area plus at least 3 years’ experience in the media industry, public relations, or an equivalent combination of relevant experience and/or education/training.
- Expertise in communications and public relations
- Demonstrated ability to manage media inquiries, proactively pitch stories, write and edit news releases and manage news events to achieve favourable and strategic media coverage
- High level time management and organisational skills, including an ability to set, enforce and meet deadlines and manage multiple projects at one time.
- Well-developed interpersonal communication, negotiation and relationship-building skills and the ability to employ those skills to improve work processes and communicate with diverse groups, both within the University and the broader community
- Well-developed verbal and written communication skills, including a demonstrated ability to write engagingly with clarity and accuracy
- Ability to take initiative
- Ability to work co-operatively and collaboratively as part of the Communications teams
- High level attention to detail and accuracy

Desirable

- Knowledge of the higher education sector and the strategic requirements of a leading Group of Eight university are highly desirable
- Completion of a bachelor degree in science or a related area

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.

Accessibility requirements and/or adjustments can be directed to IMB.HR.