POSITION DESCRIPTION

Position Title:	Communications Officer
Organisation Unit:	Information Technology Services
Position Number:	3042575
Type of Employment:	Casual
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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 provides an information environment that supports the teaching, learning, research and engagement objectives of the University and contributes positively to the student experience and the University's reputation. It delivers network, systems and IT infrastructure support to the University, and enhances UQ's capabilities through the deployment of new infrastructure, systems and application development.

The largest central division within UQ and one of the largest employers of IT professionals in Queensland, UQ's ITS Division has both breadth and depth across all aspects of technology. ITS supports the University with many exciting technologies; artificial intelligence, robotics, IoT, cloud, high performance computing, data analytics, virtual networks, high speed networks and big data are just some of the technologies that are being deployed to support UQ's dynamic environment and varied stakeholders.

Also located within ITS is the internationally recognised network security group, AusCERT, which provides Internet security services throughout Australia and New Zealand. ITS manages core networks not only for the whole of The University of Queensland but also works with other Queensland universities by managing access to the national university network (AARNet). ITS also operates research computing infrastructure and hosts 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 online](#).

DUTY STATEMENT

Primary Purpose of Position

To effectively develop, maintain and coordinate the communication needs of the Information Technology Services Division. The position will manage existing communication platforms for the Division as well as advise upon and assist in the development of a range of tools to deliver improved communications. The position will champion the cause of up to date communication medium, support staff across the organisation, instigate new initiatives and enhance the existing suite of communication options. The Communications Officer will work closely with staff from University's Information Technology Services (ITS) and the Office of Marketing and Communications (OMC).

Duties

Duties and responsibilities include, but are not limited to:

- Identify, research and draft material for internal and external communication channels.
- Edit draft media releases, ensure approvals and distribute through UQ News online and to media.
- Organise events such as IT Management or All IT staff meetings or photo shoots etc. where necessary.
- Implement targeted communications strategies and initiatives that strengthen relationships and collaborations with stakeholders, students, staff and key audiences.
- Develop content and communications for major initiatives, projects, announcements and events.
- Develop and publish key IT newsletters, articles and content for ITS websites.
- Ensure that the ITS websites are operating effectively to meet the needs of stakeholders.
- Maintain the ITS photo chart and organisational chart.
- Interact and share knowledge within the team to assist in the development of work priorities, plans and approaches.
- Maintain quality assurance standards and ensure all marketing and communication material and content is accurate and complies with UQ Standards.
- Adopt and promote sound cyber security practices in compliance with UQ's Cyber Security Policy and according to cyber security procedures and standards developed by the University or Division.
- Any other duties as reasonably directed by your Supervisor.

<u>Other</u>
- 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 Associate Director, IT Governance.

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 for further information and points of contact if you require additional support.

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