POSITION DESCRIPTION

Position Title: Engagement and Communications Coordinator
Organisation Unit: UQ Graduate School
Position Number: 3022143
Type of Employment: Full time, Fixed Term (to June 2020)
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 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.

V6.6 September 2019
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 UQ Graduate School is one of Australia’s largest postgraduate research training centres and offers students a superior study and research environment. The Graduate School focuses on enriching the quality of academic life for postgraduate research students; producing excellent educational and employment outcomes; maintaining and building on UQ’s high standards of supervision and offering excellent practical research training to prepare students for a variety of careers. Staff within the Graduate School provides additional support across all aspects of the University’s research higher degree training portfolio.

The HDR Engagement & Development Team supports HDR engagement development, and student mobility activities to enhance the experience of HDR students at UQ.

Further information on UQ research is available from the University’s website http://www.uq.edu.au/grad-school/

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

The HDR Engagement and Communications Coordinator supports the development and delivery of the Graduate School’s engagement and communications plan. This will include preparation of high quality communications for the UQ Graduate School website, key internal publications, media releases and promotional materials as well as facilitation of communications to current HDR students and a wide range of internal and external stakeholders. The position reports to the HDR Engagement and Development Manager and is required to play a key role in driving initiatives and activities forward and ensuring a high standard of engagement for the UQ Graduate School.

Duties

Duties and responsibilities include, but are not limited to:

- Design and production of promotional materials, including marketing brochures, fliers and contribute to University marketing publications.
- Manage website and social media content to ensure all events, recruitment activities, training programs and other material are distributed in a timely and effective manner
- Be responsible for the coordination of events and marketing activities within the team as determined by the HDR Engagement and Development Manager.
• Develop initiatives in conjunction with the HDR Engagement and Development Manager to enhance linkages to alumni and increase effective engagement with internal audiences, government and industry.

• Develop and maintain a PR/communications strategy in conjunction with the HDR Engagement and Development Manager that raises the profile of the UQ’s HDR candidates locally, nationally and internationally.

• Process administrative tasks associated with higher degree by research training engagement and development in a timely manner.

• Assist with the preparation, planning and presentation of UQ Graduate School seminars and skills training as required.

• Develop an expert understanding of the Graduate School’s activities, its strategic objectives, its market position and the nature of Higher Degrees by Research in Australia and internationally.

• Maintain effective working relationships with other areas within the university to ensure a high professional reputation and efficiency of administration.

• Respond in a timely manner to telephone, email, and enquiries.

Other

• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o the University’s Code of Conduct.
  o 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.
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.
  o 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 HDR Engagement & Development Manager.
SELECTION CRITERIA

Essential
- A degree with subsequent relevant experience or extensive experience and specialist expertise or broad knowledge in marketing and communications; or an equivalent combination of relevant experience and/or education/training
- At least two years of broad experience in media and/or promotional work in a service-delivery industry including experience working producing promotional materials and literature.
- Excellent written, verbal and interpersonal skills including the ability to communicate, liaise and negotiate effectively with clients by telephone, email and in person at all levels.
- Ability to prioritise own workload and meet deadlines, whilst demonstrating accuracy and attention to detail.
- Demonstrated creative ability and an aptitude for innovative approaches
- Ability to work autonomously with initiative as well as the ability to work as part of a team.
- Thorough understanding of marketing communication techniques and developed understanding of marketing issues in a service-delivery environment.

Desirable
- Experience in preparing and delivering presentations to a range of audiences.
- Experience and proficiency with the use of the Adobe suite of software (particularly InDesign).

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.

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

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