POSITION DESCRIPTION

Position Title: Projects and Events Officer
Organisation Unit: School of Clinical Medicine
Position Number: NEW
Type of Employment: 0.5 FTE, Fixed Term
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 (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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://uniqest.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 Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinifex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at [www.medicine.uq.edu.au](http://www.medicine.uq.edu.au).

**The School of Clinical Medicine**

The School of Clinical Medicine has a strong focus on the delivery of both phases of the Medicine program across a number of sites within the Brisbane metropolitan area, including but not limited to, the Royal Brisbane and Women’s Hospital, Herston; the Princess Alexandra Hospital, Woolloongabba as well as QE2 and Redlands Hospitals; the Prince Charles Hospital, Chermside as well as Redcliffe and Caboolture Hospitals; Mater and Lady Cilento Childrens Hospitals, South Brisbane; Ipswich Hospital, Ipswich; Greenslopes Private Hospital, Greenslopes; Wesley and St Andrew’s Hospitals, Brisbane; the Primary Care Clinical Unit, Herston and the St Lucia Campus. Leadership at each site is provided by an experienced academic with responsibility for budget and financial matters, human resource...
matters and facility management. The School consists of academic staff members across all clinical disciplines and more than 2500 academic title holders.

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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The Projects and Events Officer works under the direction of the Head and the Team Leader of the Royal Brisbane Clinical Unit. In collaboration with a wider team the role is responsible for the planning, co-ordination, and delivery of the Unit’s projects and program of events. The primary purpose of this position is: to enhance the student experience coordinating workshops and events; to undertake the organisation of local educational programs for the teaching staff of the Unit; and to construct reports on outcome measurables under the guidance of the Head, Royal Brisbane Clinical Unit.

**Duties**

Duties and responsibilities include, but are not limited to:

- Manage projects and programs to support and enhance student and clinician engagement; promoting Excellence in Teaching and Learning in accordance with the vision of the Head of Clinical Unit
- Prepare content for and coordinate student and academic workshops, seminars and social functions in collaboration with Academic staff; inclusive of sourcing appropriate speakers, venue and hospitality
- Schedule projects in consultation with the Head of the Clinical Unit and manage workload with consideration of priority and time constraints
- Liaise with UQ Marketing and Communications including contributing to the production and promotion of communication materials that support the scheduled events and workshops
- Develop and foster relationships with key internal and external stakeholders at times when events are being organised
- Manage or participate in multiple concurrent projects or ongoing engagement activities
- Coordinate and participate in project meetings referring to any events and activities organised by the Clinical Unit
- Action items following meetings and ensure timely turnaround for review and distribution
- Work closely with the Team Leader to manage budget allocations in support of relevant Workshops, Seminars and Events
- Liaise with vendors and contractors both internal and external to the University in order to successful source items and logistics required to execute the events
- Act as point of contact for enquiries regarding events hosted by the Royal Brisbane Clinical Unit
- Access the multiple data bases to gather requested data and format into pictorial, graphic or written reports under the direction of the Head of Clinical Unit

**Out of Hours Work**

- Attend programs and/or functions outside normal business hours as required.
**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 directly to the Head, Royal Brisbane Clinical Unit.
SELECTION CRITERIA

**Essential**
- A degree with subsequent relevant work experience in the area of higher education and event coordination; or, an equivalent combination of relevant experience and/or education/training
- Demonstrated experience in project management and coordination
- Excellent interpersonal skills (including written and verbal communication) and the ability to liaise with internal and external stakeholders at all levels
- Analytical skills sufficient to assess problems and propose appropriate solutions; and must be self-motivated and able to work constructively to objectives with limited guidance
- Demonstrated experience in building and maintaining relationships with all levels of stakeholders, events organisation including a strong understanding of planning, administration, budgeting
- Demonstrated high level of computer competency, including ability to use Microsoft Office suite of programs; organised and methodical approach to tasks; ability to represent data in a multitude of formats
- Proven capacity to work in a busy, sometimes high-pressure, environment, working on multiple projects simultaneously with varying timelines whilst maintaining attention to detail
- Ability to maintain confidentiality and demonstrate sensitive handling of situations and issues; superior interpersonal skills combined with a positive attitude

**Desirable**
- Working experience within a tertiary education setting
- Knowledge of the University structure as well as an understanding of the University's policies and procedures

**Vaccinations and Immunisation**

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

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](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 [insert details of HR contact assisting with recruitment].