

Communications Coordinator

Research Portfolio

Academic Division



the university
for the real world

About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Research Portfolio

QUT has experienced the strongest, sustained research growth of any university in the sector over the last ten years. The scale and complexity of research at QUT has reached a level that requires enhanced processes and resources to support the University's research community in meeting its aspirations and compliance obligations.

The Research Portfolio provides high quality support and training and conducts compliance and reporting across a range of obligations at an organisational level in an environment of dynamic growth in cross institutional collaborations.

The Portfolio is currently comprised of a number of units including (but not limited to):

Office of Research Services (ORS) provides high quality support and assistance to QUT staff, students, collaborators and partners to identify, attract and manage funding from competitive, commercial, programmatic and consultancy sources. The Office also manages the university's research management platforms and coordinates internal and external research reporting.

Office of Research Ethics and Integrity (OREI) assists researchers in seeking ethical approval and governance of all human, animal and biological related research and in meeting statutory and research integrity obligations. OREI arranges research integrity, ethics and biosafety training.

Office of eResearch capitalises on digital disruption to deliver high-impact, transdisciplinary research. The Office works in partnership with researchers and end users to develop technological solutions that solve real-world problems by understanding the research question, bringing clarity to the technical and socio-technical challenges and applying leading-edge technology to develop solutions that meet the needs of QUT's stakeholders.

Graduate Research Centre (GRC) provides support and advice to higher degree research (HDR) candidates and supervisors across the HDR lifecycle including admissions and enrolment, award and administration of scholarships, candidature management and thesis examination.

Graduate Research Education and Development (GRE+D) supports learning and skills development for all research students and their supervisors, thereby preparing industry and work ready research graduates.

About the Position

The Communications Coordinator is an experienced communicator responsible for sourcing, creating and maintaining digital content and written communication that supports business goals and responds to users' needs. The Communications Coordinator understands the business context of the Portfolio and how it contributes to the goals of the University.

The Communications Coordinator contributes to the overall quality of Portfolio's communications and web presence and is responsible for creating content as well as educating content owners and contributors about quality standards. The role works closely with the Marketing and Communications (M&C) Portfolio to promote QUT's research activities through media releases and news stories for publication in various media channels.

The Communications Coordinator provides advice on existing and emerging technologies, platforms and services to support communication and information sharing and serves as the Portfolio's point of contact with IT Services and M&C on the use of these platforms across the Portfolio.

This position reports to the Director of the Office of the Deputy Vice-Chancellor (Research) for supervision, workload management and for Performance Planning and Review (PPR). The Communications Coordinator works collaboratively across the Research Portfolio and with QUT stakeholders in faculties and portfolios.

Key responsibilities include:

- Developing a communications plan (timeline and activities) for the Deputy Vice-Chancellor (Research) and the Research Portfolio in consultation with the Director of the Office of the Deputy Vice-Chancellor (Research) and other senior portfolio leaders.
- Preparing University and Portfolio-wide communication from the Deputy Vice-Chancellor (Research) and the Research Portfolio including for broadcasts, policy updates, change management, eNewsletters.
- Working with stakeholders across the University to ensure marketing materials for research promote the aims of the QUT Research Strategy and that material is curated for maximum usage.
- Developing marketing materials for research to suit particular markets and strategic engagements.
- Liaising with content owners and contributors to promote user-centred design and to ensure communications and web content meet QUT's web standards, corporate identity, online style guide, usability guidelines and legislative requirements for accessibility and usability.
- Writing and editing corporate communications and web content and coordinating updates to websites in a timely manner.
- Providing advice to the Research Portfolio on the use of technology platforms such as SharePoint and social media channels such as Twitter.
- Identify opportunities to improve communication strategies and contribute to continuous improvement activities in communication, web standards and content quality to ensure consistency, efficiency and information sharing in partnership with M&C, the Digital Workplace team and local areas.
- Contribute to a process improvement and innovation culture to review and improve processes with a view to establishing best practice consistently and continually.
- Contribute to a collaborative and open team culture that is client-focussed and proactive.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses.

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Gardens Point campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to a degree in communication, digital communication, marketing or digital editing and publishing in conjunction with at least 4 years subsequent relevant experience.
2. Demonstrated high-level communications skills including experience in developing documents for a range of print and digital media, including good knowledge of web standards, accessibility and usability.
3. Demonstrated experience curating digital content across a variety of channels.
4. Demonstrated knowledge of user-centered design processes, web analytics and user journey optimisation.
5. Demonstrated high level of digital literacy across content management systems, web and design software, WordPress, Adobe suite, Office 365.
6. Excellent interpersonal, presentation and influencing skills that demonstrate experience in connecting and collaborating with internal and external stakeholders at a variety of levels.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 7 (HEW7) which has an annual remuneration range of \$101,955 to \$111,526 pa. Which is inclusive of \$86,889 to \$95,045 pa salary and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The

variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

For further information about the position, please contact Dr Lisa Leeton, Director, Office of the Deputy Vice-Chancellor (Research and Innovation) on (07) 3138 9062; or for further information about working at QUT contact Human Resources on (07) 3138 5000.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

How to Apply

For further information and to apply, please visit www.qut.edu.au/jobs for reference number **20788**.

When applying for this position we encourage you to upload your response to the selection criteria.

Applications close 26 January 2021