

Senior Communication Coordinator

Marketing and Communication

Chancellery 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 Chancellery Division

The Vice-Chancellor and President is responsible to Council for providing leadership to the University and for the academic, financial and administrative functions of the University. The Vice-Chancellor is also QUT's chief representative on external forums.

The Vice-Chancellor leads the Chancellery Division which includes the Business Development and International Portfolios, Indigenous Strategy, Government Relations and Policy, Assurance, Risk and Integrity Services, Marketing and Communication, and Finance Business Solutions.

The Office of the Vice-Chancellor provides support and manages the business of the

Vice-Chancellor and Chancellery Division. The Chancellery supports the University Executive in fulfilling their responsibilities to Council for providing leadership to the University and its academic, financial and administrative functions.

About Marketing and Communication

The Marketing and Communication Department is responsible for:

- Building and protecting QUT's brand and reputation
- Engaging and recruiting future students
- Ensuring communications from QUT are effective and of high professional standard.

As well as professional services provided to the university community, the Department is responsible for a variety of corporate communication functions and oversees relevant policies, protocols and governance arrangements.

About the Position

The Senior Communication Coordinator will assist to ensure the university's communication objectives are achieved in relation to Blueprint 6 priorities, with a specific focus on the promotion of Research initiatives.

The successful applicant will lead a team of staff developing communication plans and preparing and coordinating the production and dissemination of fit for purpose content-to-promote QUT research and researchers; for broadcast, online and print media, and for social media outlets employed by the university.

The Senior Communication Coordinator will also provide strategic media advice to the Vice-Chancellor and members of the University Executive.

This position reports to the Team Leader, Media and Corporate Communication for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Coordinate and supervise a team of Communication Officers to ensure the university's communication objectives are achieved around Blueprint 6 priorities and with a specific focus on the promotion of Research initiatives. The position will undertake Performance Planning and Review duties for those supervised and provide mentoring and training to facilitate staff learning and development.
- Coordinate communication of research initiatives by developing and overseeing development of communication plans. Collaborate with the DVC R&I directorate and researchers to identify projects/researchers to be highlighted. Liaise with other M&C teams including Brand and Creative Studio, Social Media and Web Services to ensure high quality production and distribution of research-related digital communication materials.
- Manage the development of digital stories/media releases and pitch them directly to media and manage their online presence on the university's website.
- Contribute to the development of the Media and Corporate Communication Team's media and social media contacts database.

- Manage media conferences for QUT as well as in conjunction with government, business and industrial stakeholders.
- Provide specialist advice to staff university-wide on how to best communicate to external audiences through the media, through one-on-one consultations and formal media training sessions.
- Assist with managing the university's image in crisis situations by liaising with journalists, preparing media statements and briefing spokespeople.
- Develop media communication strategies for university events and activities.
- 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

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to completion of postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience as a journalist at a senior level within a media organisation as well as in corporate/government.
2. Ability to successfully lead a small team to deliver outcomes to users and to establish productive partnerships with diverse stakeholder groups.

3. Strategic communication skills including demonstrated ability to communicate with and provide media and communication advice to the Vice-Chancellor and/or members of the university executive and deal with complex higher-education related media enquiries.
4. Demonstrated interview, writing, editing and digital storytelling skills, including coverage of complex subjects and the pick-up of such stories by mainstream or niche media outlets.
5. Demonstrated ability in the development and implementation of significant corporate communication strategies and media campaigns for a variety of media channels, including social media.
6. Strong communication skills including the ability to effectively communicate with people at all levels.

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.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$114,354 to \$129,614 pa. Which is inclusive of an annual salary range of \$97,738 to \$110,781 pa 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](#).

