



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Appointment of

Community Engagement Officer – Identified s25

UQ POCHE CENTRE FOR INDIGENOUS HEALTH



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Acknowledgement of Country

The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which UQ operates. We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country. We recognise their valuable contributions to Australian and global society.

UQ Poche Centre for Indigenous Health

The Poche Centre for Indigenous Health at The University of Queensland (UQ) was established following a \$10 million donation to UQ from Mr Greg Poche AO and Mrs Kay van Norton Poche. The Centre is part of the national Poche Indigenous Health Network, together with Poche Centres at the University of Melbourne, the University of Sydney, the University of Western Australia and Flinders University in Adelaide and Alice Springs.

The UQ Poche Centre for Indigenous Health has an urban Indigenous health focus. It addresses two key challenges and concentrates UQ's Indigenous and health expertise towards:

Developing a skilled and available workforce, both Indigenous and non-Indigenous, to respond to the challenges in Aboriginal and Torres Strait Islander health, through: Supporting clinical placements in Poche Centre partner organisations such as the Institute for Urban Indigenous Health Developing pathways for Aboriginal and Torres Strait Islander people to undertake higher degree research studies in Indigenous Health focused on urban health issues contributing to development of curricula for both Indigenous and non-Indigenous students, researchers and practitioners working in Indigenous health.

Improving urban Indigenous health outcomes across the life course, through:

- a) conduct of high quality research, in collaboration with primary care providers and other stakeholders that responds to needs identified by Indigenous communities. The Centre's research focus is on improved models of health service delivery to urban Indigenous people, with a major emphasis on prevention and education, across the life-course – maternal and child health, the health of young people, and the health of adults and older persons; and
- b) encouraging Aboriginal and Torres Strait Islander undergraduate students into postgraduate research programs and supporting the development of Indigenous researchers.

A key partner in the activities of the UQ Poche Centre is the Institute for Urban Indigenous Health with whom UQ has a formal agreement.

More information about the UQ Poche Centre is available at poche.centre.uq.edu.au.



Role of the Community Engagement Officer

About this opportunity

The Community Engagement Officer forms a key part of the Operations Team at the UQ Poche Centre for Indigenous Health and reports to the Centre Manager, whilst being supported by the Senior Advisor, Research Communications and Engagement. Under broad direction, the role provides essential communications and community engagement support to projects and programs run out of the Centre. This role will support stakeholder engagement by working on communication strategies and knowledge translation to maximise the impact of the Centre's work. An important part of this role is community engagement, including with Aboriginal and Torres Strait Islander people and Community Organisations.

Duties

Duties and responsibilities include, but are not limited to:

- Assist in the delivery of the Poche Centre for Indigenous Health (UQ Poche Centre) Marketing and Communications activities, under the direction of the Senior Advisor, Research Communications and Engagement and Centre Manager.
- Lead the development and implementation of a range of community engagement activities, in line with the strategic direction of the Centre and under the direction of the Centre Manager and/or Centre Director.
- Collating, collecting and editing content in clear and concise language for various forms of lay publications (e.g., website, brochures, newsletter, social media etc.) ensuring culturally appropriate content for Aboriginal and Torres Strait Islander audiences.
- Managing a range of external communication platforms (social media) under the direction of Senior Advisor, Research Communications and Engagement and Centre Manager.
- Producing written and visual materials to a professional standard.
- Supporting the development and implementation of a range of internal communication initiatives such as staff newsletters.
- Liaison and consultation with both UQ Poche Centre and central UQ support staff on the development and implementation of materials and projects.
- Supporting the planning and running of staff, stakeholder and consumer events including the administrative and finance-related tasks related to same.
- Represent the Centre at marketing, communications and engagement events.
- Responding appropriately to public contacts and requests for information.
- Assist team members to manage and extend strategic relationships with other key personnel and organisations within the industry.
- Support other members of the Operations Team members in the day-to-day tasks of the Centre.



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, Faculty, Institute or 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 Centre Manager.



About you

Essential

The University of Queensland considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this position under s25 of the *Anti-Discrimination Act 1991(Qld)* and the filling of this position constitute a special/equal opportunity measure under section 8(1) of the *Racial Discrimination Act 1975 (Cth)*.

The position is therefore only open to Australian Aboriginal and/or Torres Strait Islander people.

The successful candidate will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

Additional criteria

- A degree in a relevant field; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in research translation and/or stakeholder engagement along with proven experience in health care delivery or a health research services setting.
- Demonstrated experience in achieving outcomes in a communications environment including online services, publications and stakeholder management.
- Strong interpersonal and communications skills including the ability to communicate effectively with people from a diverse range of educational and cultural backgrounds, particularly with Aboriginal and Torres Strait Islander communities and organisations.
- Well-developed writing skills and ability to translate complex information into clear and concise messages.
- Ability to coordinate and work with others to collaboratively achieve strategic outcomes.
- Ability to work independently and as a team player who promotes a supportive and cohesive environment.

Additional information

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 talent@uq.edu.au.



What we can offer

This is a full-time, fixed-term position through to 31 December 2025 at HEW Level 6.

The full-time equivalent base salary will be in the range \$89,861 – \$96,402 plus super of up to 17%.
The total FTE package will be in the range of \$105,137 – \$112,790.

You will be able to take advantage of [UQ Sport Facilities](#), recreation leave loading (of 17.5%), salary sacrificing options, discounted private health insurance, [development programs](#) and many other benefits.

For further information, please review [The University of Queensland's Enterprise Bargaining Agreement 2021-2026](#).

How to apply

All applicants must supply the following documents through the [UQ Careers](#) portal:

- Cover letter addressing key selection criteria
- Resume

To satisfy prerequisite questions and ensure your application can be considered in full, all candidates must apply via the [UQ Careers](#) portal by the job closing deadline. Applications received via other channels including direct email will not be accepted.



The University of Queensland

For more than a century, The University of Queensland (UQ) has created positive change for society by delivering knowledge leadership for a better world.

UQ ranks among the world's top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking (35), U.S. News Best Global Universities Rankings (36), the Performance Ranking of Scientific Papers for World Universities (33), QS World University Rankings (40), Academic Ranking of World Universities (51), and Times Higher Education World University Rankings (70).

At UQ, we're changing the way higher education is imagined and experienced. Our students enjoy a rich campus experience, including a range of accommodation options, as well as innovative and flexible learning pathways, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment.

More than 55,000 students – including the majority of Queensland's highest academic achievers as well as top interstate and overseas students – study across UQ's 4 beautiful campuses in South East Queensland at St Lucia, Herston, Gatton and Dutton Park. They include around 20,000 postgraduate and approximately 21,500 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more national teaching awards than any other Australian university, UQ is committed to providing students with the best opportunities and practical experiences during their time with us, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

UQ's 332,000 graduates are an engaged network of global alumni spanning 184 countries, and include more than 17,700 PhDs.

UQ's 6 faculties, 8 globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 2,500 scientists, social scientists and engineers, who champion research excellence and continue UQ's tradition of research leadership. This is reflected in UQ being the number one recipient of Australian Research Council Fellowships and Awards nationally across all scheme years (452 awards worth \$339 million).

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than \$57 billion.

UQ is one of only 4 Australian members of the global Universitas 21, a founding member of the Group of Eight (Go8) universities, a member of Universities Australia, and a member of the Association of Pacific Rim Universities (APRU).

UQ employs more than 7,500 academic and professional staff (full-time equivalent) and has a \$2.47 billion annual operating budget.

Governance

The University of Queensland is governed by a 22-member Senate representing University and community interests. Senate is led by the Chancellor, elected by the Senate. The University of Queensland Act 1998 grants Senate wide powers to appoint staff, manage and control University affairs and property, and manage and control finances to promote the University's interests.

uq.edu.au/about/governance



Working at UQ

UQ is a great place to work and is a culturally inclusive space for staff and students, where diversity is valued. The University of Queensland (UQ) acknowledges and respects Aboriginal and Torres Strait Islander peoples as First Australians. We value and celebrate the uniqueness of knowledges, cultures, histories and languages that have been created and shared for at least 65,000 years.

Our values guide our behaviour and provide the foundation of our culture. The [UQ Strategic Plan 2022-2025](#) articulates these values, what we strive for, how we work together, and our commitment to discovering and sharing truth.

Our values

What we strive for

Creativity

We apply our creativity as a way of seeking progress. We value new ideas, seek fresh perspectives and pursue game-changing innovations and opportunities.

Excellence

We strive for excellence in everything we do. We apply the highest standards to our work to achieve the greatest impact for the benefit of communities everywhere.

Central to what we do

Truth

Truth is central to all that we do as a university. We seek truth through our focus on the advancement and dissemination of knowledge, and our deep commitment to academic freedom and freedom of expression.

How we work together

Integrity

We always act with integrity. As stewards of the University's resources and reputation, we are honest, ethical and principled.

Courage

We are courageous in our decision-making. We are ambitious, bold and agile. We demonstrate moral courage, so that we are always guided by a sense of what is right.

Respect and inclusivity

We provide a caring, inclusive and empowering environment for all. We engage respectfully with one another and promote the value that our diversity brings to our whole community.



UQ is committed to Aboriginal and Torres Strait Islander peoples' learning, discovery and engagement. The University's Strategic Plan outlines strategies aimed at increasing opportunities for Aboriginal and Torres Strait Islander peoples, which are supported through the development of a Reconciliation Action Plan and Aboriginal and Torres Strait Islander Employment Strategy. Here in Australia, we especially want to play a leading role in reconciliation as advocates with and for Aboriginal and Torres Strait Islander peoples and communities.

At a national level, in partnership with Aboriginal and Torres Strait Islander communities, we will embed reconciliation across the University's operations to achieve and implement a 'Stretch' Reconciliation Action Plan (RAP) by 2025.

The Aboriginal and Torres Strait Islander Research and Innovation Strategy will support Indigenous researchers and empower research excellence that benefits Aboriginal and Torres Strait Islander peoples, communities and organisations. We aspire to play a leading role in reconciliation as advocates with and for Aboriginal and Torres Strait Islander peoples and communities—especially through truth telling and building greater cultural understanding.

UQ provides staff with a beautiful working location and welcoming campus culture. Working at UQ will provide you with a range of benefits including:

- flexible working culture, with access to a range of flexible working arrangements;
- cultural leave for Aboriginal and Torres Strait Islander staff;
- access to services on campus, including childcare centres;
- health and wellbeing initiatives; and
- opportunities to connect with staff networks, such as the Aboriginal and Torres Strait Islander Staff Network and the UQ Ally Network.

The University of Queensland believes in maintaining a safe work environment for all, which is why we are introducing a COVID-19 vaccination requirement that all staff be fully vaccinated, subject to limited exemptions.

More information about life at UQ including staff benefits, relocation and UQ campuses is available at: staff.uq.edu.au/information-and-services/human-resources



Cultural support at UQ

Workplace Diversity and Inclusion provides information and support to staff and prospective staff and drives strategies and initiatives to create a safe, welcoming and inclusive space for staff at UQ that values the strength of diversity. The Indigenous Employment Team is responsible for the development and implementation of the [Aboriginal and Torres Strait Islander Employment Strategy 2019–2022](#) which aims to support Aboriginal and Torres Strait Islander people and staff through three main objectives:

Grow

Position UQ as an employer of choice for Aboriginal and Torres Strait Islander peoples in all levels and areas of the University.

Develop

Provide access to career development opportunities for Aboriginal and Torres Strait Islander staff.

Respect

Develop a workplace that values the contribution and positive difference that Aboriginal and Torres Strait Islander staff provide.

Aboriginal and Torres Strait Islander staff at UQ are encouraged to celebrate their culture, history and country and are entitled to five days of cultural leave annually to attend cultural activities, obligations and ceremony.

The [Deputy Vice-Chancellor \(Indigenous Engagement\)](#) is responsible for leading the implementation of UQ's first [Reconciliation Action Plan](#) and strengthening leadership within the University in relation to Indigenous Engagement, as well as building links with the community. The [Aboriginal and Torres Strait Islander Studies \(ATSIS\) Unit](#) strongly supports the celebration of Aboriginal and Torres Strait Islander cultures and recognises the enormous contributions that Aboriginal and Torres Strait Islander peoples and perspectives bring to UQ's learning, discovery and engagement activities and supports students from pre-enrolment through to graduation.

UQ's [Aboriginal and Torres Strait Islander Staff Network](#) provides a regular opportunity to get together, share stories, make connections and yarn about how UQ can keep developing as an employer of choice for Aboriginal and Torres Strait Islander peoples. There is also a network newsletter that promotes UQ jobs, training and development opportunities and useful tips, and enables us to share achievements from our community.

More information on Aboriginal and Torres Strait Islander Staff support can be found on our [current staff website](#).

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Further information

General information on the University is available through the University's website: uq.edu.au

Other documents which you may wish to refer to include:

- Annual Report:
about.uq.edu.au/organisation/policies-procedures-guidelines/annual-reports
- Governance:
about.uq.edu.au/governance
- Key statistics:
pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx
- Organisation chart:
about.uq.edu.au/files/5643/org-chart.pdf
- Research at UQ:
research.uq.edu.au
- Strategic Plan 2022-2025:
about.uq.edu.au/strategic-plan
- UQ Global Strategy:
global-strategy.uq.edu.au
- UQ Reconciliation Action Plan:
about.uq.edu.au/reconciliation/plan
- UQ Aboriginal and Torres Strait Islander Employment Strategy:
staff.uq.edu.au/files/24066/uq-indigenous-employment-strategy-2019.pdf





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