



POSITION DESCRIPTION

SCIENCE COMMUNICATION OFFICER (2 positions) SCHOOL OF BIOLOGICAL SCIENCES

Vacancy Reference No:	08061
Major Cost Centre:	Faculty of Science & Engineering
Organisational Unit:	School of Biological Sciences
Classification:	Higher Education Officer Level 6
Salary Range:	\$53 830 to \$57 491 pa full-time
Superannuation:	Employer contribution of 17% of salary Employee contribution of 7% of salary
Total Remuneration Package:	\$62 981 to \$67 264 pa full-time
Employment Type:	Fixed-term, part-time (0.5) for 2 years. The position may be extended depending on funding
Supervisor (Title):	Associate Head: Marketing
Closing date:	5.00pm, Monday 7 April 2008

KEY PURPOSE

The School of Biological Sciences' Science Communication Officers will be responsible for developing and implementing events, activities, and materials to increase the profile of the School as a provider of high quality, relevant science programs, in order to increase enrolments in the topics and courses offered by the School.

One incumbent would focus on the area of molecular/microbiology and the other in the area of whole organism biology.

ORGANISATIONAL ENVIRONMENT

The School of Biological Sciences is an integrated School allowing cooperation in teaching and research across traditional departmental boundaries. The successful candidate will be responsible to the Executive Dean, Faculty of Science and Engineering through the head of School, School of Biological Sciences.

The three foci of teaching and research interest are:

- Bioinformatics, Genomics, Biotechnology, Molecular Biology;
- Marine Biology and Aquaculture; and
- Biodiversity and Conservation, Ecotourism.

The teaching and research activities are supported by a range of administrative and technical services.

KEY RESPONSIBILITIES AND OUTCOMES

- Draw on available market research to assist the School to identify key domestic and international student markets, and potential marketing activities and events
- Plan, develop and implement marketing activities and events within approved budgets
- Produce and update web and print-based promotional materials
- Contribute to reviewing and evaluating marketing activities, events and materials, and recommending future initiatives
- Represent the School at various University, community and high school events, including National Science Week, Open Day and activities coordinated by the Investigator Centre.
- Staff responsibilities may be varied by the University in order to allow the University to respond to operational needs or requirements.

SUPERVISION RECEIVED

The incumbents will receive broad direction from his/her supervisor and in the main, will determine his/her own priorities and work plans consistent with the strategic objectives of the work unit. The incumbents are also expected to operate within a framework of broad operational policies and/or external requirements. Specific outcomes are reviewed.

SUPERVISION PROVIDED TO OTHERS

The incumbent is responsible for supervising visitors within the scope of his/her role, eg visits by high school students and teachers. The incumbent will also be expected to coordinate and liaise with teams of postgraduate students to enable them to assist in the delivery of marketing activities on and off campus.

The Science Communication Officers are expected to promote and provide a safe working environment with attention to the requirements of the Occupational Health Safety and Welfare Act, the Workers Rehabilitation and Compensation Act and Equal Opportunity legislation. Specific responsibilities are detailed at <http://www.flinders.edu.au/ohsw/sup-resp.html> and http://www.flinders.edu.au/eo_unit/legislation/index.html

WORKING RELATIONSHIPS

The incumbents are expected to consult with his/her supervisor only on strategic and higher level operational matters and on matters likely to impact on the standing of the Unit in the University and/or wider community.

UNIVERSITY EXPECTATIONS

All staff are expected to:

- contribute to the efficient and effective functioning of the team or work unit in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Occupational Health and Safety and Equal Opportunity Policies.

ADDITIONAL REQUIREMENTS

Some out of hours work and travel will be required.

SELECTION CRITERIA

(Note for intending applicants – applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only).

Essential criteria

- An Honours degree with experience in laboratory or field-based science
- Demonstrated highly effective interpersonal, oral and written communication skills, including a well-developed capacity to convey information to diverse audiences
- Proven effective organisational and administrative skills, including experience in developing and implementing marketing events and activities.
- Demonstrated ability to work effectively in a team and independently, and exercise initiative and sound judgement
- Demonstrated computer skills in the use of the Microsoft Office software suite
- A passion for science and the demonstrated ability to communicate it to a wide range of audiences

Desirable criteria

- Qualifications and/or experience in science communication
- Knowledge of the school, TAFE and higher education sectors
- Skills and experience in preparing web and printed materials
- Demonstrated ability to work across different science disciplines

SELECTION OF CANDIDATES

Candidates will be evaluated on merit against all of the various components that make up this position description. Assessment will take into account all information that is determined to be appropriate, eg written application, qualifications, interview, work samples, skills testing and referee reports.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

INFORMATION FOR PROSPECTIVE STAFF

All intending applicants should read the *Essential Information for Applicants*, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide and employment at the University is available at <http://www.flinders.edu.au/employment/whyflin.php>

CONTACT DETAILS

For further information about the position contact Dr Duncan Mackay on (08) 8201 2627 or by email at duncan.mackay@flinders.edu.au

SUBMITTING AN APPLICATION

All applicants must complete an *Application for Employment Cover Sheet* available at <http://www.flinders.edu.au/hrd/html/forms/EmployApplication.doc> and lodge this with their application.

Applications, together with the *Application for Employment Cover Sheet*, may be lodged by email to jobapplications@flinders.edu.au or by post to Personnel, Policy and Practice, Flinders University, GPO Box 2100, Adelaide, South Australia 5001.

Further information regarding procedures for mailing, e-mailing, faxing or delivering applications are provided in the *Essential Information for Applicants*. Please do **not** forward applications to the contact person nominated as the contact person.

Name of Authorising Officer: Prof Warren Lawrance
Executive Dean, Faculty of Science & Engineering

Name of Authorising Officer in Human Resources:
Ms Helen Curnow

Date of last update: February 2008