Australian National University

Position Description

College/Division:	**ANU College of Law, Governance and Policy**
School/Centre:	**Crawford School of Public Policy**
Department/Unit:	**Pacific Security College**
Position Title:	**Communications Coordinator**
Classification:	**ANU Officer 6/7 (Professional)**
Position No:	**39654**
Responsible to:	**PSC Communications Manager**
Number of positions that report to this role:	**0**
Delegation(s) Assigned:	**D6**

PURPOSE STATEMENT:

The ANU College of Law, Governance and Policy brings together world-class expertise in law, regulation and governance, population health and public policy, positioning ANU at the forefront of addressing critical national and global challenges.

Crawford School of Public Policy is Australia's leading public policy school, with recognised world-class expertise and experience in economics, political science, environmental management and development, and on key Asia-Pacific countries, especially China, Japan, Korea, Vietnam and Indonesia, as well as Australia.

The Pacific Security College is funded by the Australian Government and sits within Crawford School of Public Policy in the College of Law, Governance and Policy. The Pacific Security College works with Pacific Island Countries to build the capacity of officials to deal with a broad range of security challenges through executive and professional development courses, policy workshops, technical assistance and research.

The Communications Coordinator works closely with the Communications Manager to provide comprehensive support on a diverse range of marketing, engagement and communications activities, including producing high-quality digital, written, video and audio content.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Communications Coordinator reports to the Communications Manager in the Pacific Security College's Communications Team. The team works closely with the College's Academic and Program teams, providing comprehensive communications and engagement services and advice to support the College's activities and goals. The Communications team publishes a wide range of content including blogs, policy papers, newsletters, social media posts, podcasts, videos, marketing materials and other publications to promote the College and generate engagement on the issues in the *Boe Declaration on Regional Security* and the *2050 Strategy for the Blue Pacific Continent*.

Role Statement:

Under broad direction, the Communications Coordinator will:

- Develop and produce a range of communications content. This may include editing and publishing blogs, policy papers and other publications; podcast production and editing; and the creation and publication of social media posts, graphics, newsletters, and other content.
- Lead the College's social media platforms.
- Coordinate communications and engagement activities for the College, and provide specialist advice to support the planning and execution of major College initiatives.

- Contribute to the organisation of the College's annual Pacific Peace and Security Dialogue, workshops and other events, including through travel to the Pacific. This may include assisting with event planning and management, organising audio visual elements, media engagement, and photography. This may occasionally require work outside of the ordinary span of hours and/or on weekends, and may involve domestic/Pacific travel.
- Aid in the development of recurring quarterly and annual reports and work plan.
- Be able to travel in the Pacific.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Extensive relevant experience in communications, marketing, media or content management. Relevant qualifications will be highly regarded, and experience in journalism, the higher education sector or international development would be beneficial.

2. Demonstrated strong and effective communication skills and experience coordinating the production of high-quality content, including writing, editing and producing content for a range of platforms. Familiarity with content creation and publishing software such as the Adobe Creative Suite, Canva, and/or Riverside (or similar production and editing tools) would be beneficial. Experience in photography and/or videography is well regarded but not essential.

3. Demonstrated relationship-building skills, including the ability to liaise and negotiate with stakeholders, successfully build and maintain relationships at multiple levels, and exercise judgement and discretion in a culturally diverse environment.

4. Sound knowledge of, or an interest in, Pacific Island Countries and Pacific affairs.

5. Ability to maintain a flexible and proactive approach to tasks within a busy work environment and the ability to organise work priorities, work collaboratively in a team, coordinate multiple projects and meet tight deadlines, with a high level of attention to detail and great accuracy.

6. Proven ability to use initiative and solve problems, including early identification and analysis of issues and presenting recommended solutions.

7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

References:

Professional Staff Classification Descriptors

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	**ANU College of Law, Governance and Policy**	**Dept/School/Section**	
Position Title		**Classification**	
Position No.		**Reference No.**	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	X		laboratory work		
lifting, manual handling		X	work at heights		
repetitive manual tasks		X	work in confined spaces		
organising events		X	noise / vibration		
fieldwork & travel		X	electricity		
driving a vehicle					
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar			gamma, x-rays		
ultraviolet			beta particles		
infra red			nuclear particles		
laser					
radio frequency					
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances			microbiological materials		
allergens			potential biological allergens		
cytotoxics			laboratory animals or insects		
mutagens/teratogens/ carcinogens			clinical specimens, including blood		
pesticides / herbicides			genetically-manipulated specimens		
			immunisations		

OTHER POTENTIAL HAZARDS (please specify):