Australian National University

Position Description

College/Division:	First Nations Portfolio
Faculty/School/Centre:	Office of the Vice-President (First Nations)
Department/Unit:	FNP
Position Title:	Communications Coordinator
Classification:	ANU Officer Grade 6/7
Position No:	42875
Responsible to:	Head of Operations, First Nations Portfolio
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The First Nations Portfolio (FNP) works with colleagues across the University to ensure ANU is a world leader in teaching and research of First Nations issues. It also works to ensure that the University makes a leading contribution to national policy in the relationship between Indigenous Australians and the nation.

FNP provides an environment for debating significant and strategic issues and seeks to partner with communities, their representative organisations and enterprises to further the status, recognition and lives of Indigenous peoples. Achieving this outcome requires constant attention to impact, engagement and partnership with First Nations communities, and a commitment to innovative and multidisciplinary approaches to our work.

The communications coordinator position is a content creation focused position, which plays a key role in communicating the role and news of the Portfolio to a range of audiences through FNP website, the media, ANU digital and print publications, and social media. The communications coordinator will drive media content creation for FNP, provide expert media advice, and act as a key contact for key stakeholders and the media. The coordinator undertakes key tasks to ensure the smooth running of the Portfolio's media operations, including media training, monitoring external and University media, and providing responses to journalists on behalf of FNP.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:

The communications coordinator is part of the Office of the Vice-President (First Nations). The position works closely with relevant academic and research staff, ANU Communications and Engagement, ANU Advancement, ANU Colleges, and relevant third-party organisations and stakeholders.

The communications coordinator is essential to the successful delivery of high-quality and impactful media and digital communications on behalf of FNP. A key priority of the role is to make sure news and stories from and related to the Portfolio are picked up by other ANU communication channels, the media and other communications channels, as well as providing responses to journalists in a way that both enhances FNP's mission and the public's understanding of it and its importance.

Role Statement:

Under broad direction, the Communications Coordinator will:

- Identify media opportunities for FNP academic staff and find newsworthy stories about FNP staff, research, projects and our broader community.
- Maintain FNP social media and grown the Portfolio's social media presence, including an update of the FNP website.

- Work closely and productively with stakeholder organisations, journalists and ANU staff, fostering direct engagement between FNP talent and journalists, ensuing FNP stories get a good run, and that journalists think of ANU and FNP as the first point of call for expert opinion and knowledge.
- Write and produce media releases that get traction and stories for digital and print communications channels, crafted for specific audiences, including the ANU community, government, parliament, corporate partners, prospective staff, students and donors, and broader national and international audiences.
- Sub-edit copy for media releases and university publications and assist the Office of the Vice-President (First Nations) with editorial decision making.
- Provide media advice and assistance for academic staff and support the provision of media training.
- Assist in the management of day-to-day media issues, crisis and emergency communications (as required).
- Undertake other duties consistent with the classification level of the position.
- Comply with all ANU policies and procedures, particularly those relating to work health and safety and equal opportunity.

***This position will be required to be on call for media enquiries and media issues (as required).**

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.

SELECTION CRITERIA:

1. Degree qualification in journalism or related field and relevant work experience and training in journalism or public relations. Demonstrated experience with the national Press Gallery, national and local media would be an advantage.
2. Demonstrated knowledge of and experience engaging with First Nations communities, media and organisations, including sharing stories and communicating FNP and ANU initiatives and research effectively, particularly in areas connected to national policy priorities. Familiarity with international Indigenous institutions and economic empowerment organisations is highly regarded
3. Demonstrated editorial experience and ability to identify and tell engaging and accurate stories in digital and print publications for a range of audiences.
4. Demonstrated experience in using social media as an effective communication tool.
5. Demonstrated ability to maintain large networks of contacts, work collaboratively and flexibly in a team environment, using initiative, judgement and discretion.
6. Ability to maintain a flexible and proactive approach to tasks within a busy work environment and the ability to organise work priorities, multiple projects and meet tight deadlines, with a high level of attention to detail and great accuracy.
7. Written and oral communication skills of a high order, including evidence of an ability to write clearly and quickly, and to grasp and communicate complex subjects easily
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

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. All appointments are required to make relevant declarations to comply with the National Higher Education Code to Prevent and Respond to Gender-Based Violence.

Supervisor/Delegate Name:		**Date:**	

References:

Professional Staff Classification Descriptors

Minimum Standards for Academic Levels (MSAL)

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	First Nations Portfolio	**Dept/School/Section**	Office of the Vice President (First Nations)
Position Title	Communications Coordinator	**Classification**	ANU Officer Grade 6/7 (Administration)
Position No.	42875	**Reference No.**	564070

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 is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University 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.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at 2024_ANU Inherent Requirements Reference Table.pdf

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	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
organizing events	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☐	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	☐	☐

PSYCHOSOCIAL HAZARDS (please specify):

OTHER POTENTIAL HAZARDS (please specify):