

POSITION DESCRIPTION

ORGANISATION:

Natural Hazards Research Australia

POSITION:

Senior Communications Officer
Full-time

LOCATION:

Melbourne, Sydney or Brisbane

REPORTS TO:

Communications Manager

CONTEXT

Natural Hazards Research Australia (the Centre) focuses on outcomes that will:

- Protect human life and minimise harm and suffering – towards zero preventable deaths.
- Contribute to well-prepared and resilient communities that are better informed of the risks associated with natural hazard exposure, are informed about strategies for mitigating the impacts from natural hazards and are able to make informed decisions if faced with a potential disaster.
- Translate research into action, maximising translation and implementation of research outcomes.

In delivering the strategy, the Centre will build Australian capability through:

- Strengthening relevant research capabilities.
- Supporting the development of sustainable research and its translation capabilities within research provider and end-user organisations.

The Centre focuses on natural hazard resilience and disaster risk reduction to support the needs of a variety of critical stakeholders – including disaster resilience agencies and communities – in preparing for, responding to and recovering from disasters caused by natural hazards.

The Centre involves a large number of participants drawn from government, private and not-for-profit sectors across Australia. The Centre has a strong focus on delivery of useable outputs to enhance the safety, resilience and sustainability of communities.

The Centre has no formal head office and operates through Nodes located in Melbourne, Brisbane and Sydney, with a new Node under establishment in Perth. Staff in each Node have responsibility for working with end-users and researchers across Australia.

Utilisation (translation and implementation) of the knowledge and other outcomes from the Centre's activities is an important activity and involves close collaboration with Centre end-users in emergency service organisations, land management organisations, government departments and businesses.

CENTRE VALUES

Respect – recognising and valuing the contributions of everyone through embracing diversity in gender, ethnicity and thought.

Focus – Ensuring that our activities are aligned with the Centre vision and mission.

Integrity and Honesty – To be honest and act with integrity in all we do.

Research Excellence – Pursuing highest quality research methods and use.

Supportive Leadership – Allowing all involved in the Centre to achieve their potential.

Trust and Collaboration – Sharing and working cooperatively in a trusting environment.

Independence – To be open, transparent and independent.

PURPOSE OF THE POSITION

The Senior Communications Officer reports to the Communications Manager and works within the Communications team. The work is guided by the Centre's Strategic Plan to translate and promote the Centre research program across a range of communications and public relations functions. The position leads the ongoing production cycle of publications and online media. This position requires occasional domestic travel.

KEY RESPONSIBILITIES

WRITING AND EDITING

Manage the production process of the Centre's publications across a wide range of formats including print and online.

Source, write, edit, proofread and distribute research content across a range of internal and external channels including media releases, printed publications, newsletters, online and social media.

SOCIAL MEDIA

Manage social media channels, including creating, sourcing and curating content.

Develop and implement social media strategy, including increasing social media followers and engagement.

Monitor, track and report on social media analytics.

WEBSITE AND DATABASE MAINTENANCE

Contribute to website development and strategy.

Manage the Centre website through a content management system.

Ensure online Centre information is up to date and functional.

MEDIA LIAISON

Distribute stories to external media and other content makers.

Build and maintain contacts in relevant media.

Monitor and track media mentions.

PHOTOGRAPHY, VIDEOGRAPHY, DESIGN

Assist with engaging visual content for printed, social media and web channels.

Provide photographic and/or video support at events and other activities.

STAKEHOLDER COMMUNICATION

Support the Communications team in the development and promotion of publications and materials required by stakeholders for the transfer of research knowledge.

Assist with maintenance and development of contact management system of stakeholders.

EVENT SUPPORT

Assist the Communications team with the running of Centre events as required, including conferences, webinars, community outreach activities and research meetings.

OTHER DUTIES

Other duties as reasonably requested by management.

KEY RELATIONSHIPS

Internal:

Executive Leadership Team
Communications Team
Node Research Managers
Research Services Team
Executive Assistant to the CEO

External

Researchers and students
Participants
End-users
Media
Public

SELECTION CRITERIA

Specific knowledge and/or experience required

- Highly developed written and verbal skills in communication across a range of formats.
- Extensive experience in maintaining online content – text and images, web and social media.
- Excellent organisational, team and collaboration skills.
- Strong proficiency in the Microsoft Office suite and the Adobe Creative Suite.
- Tertiary qualifications in a communications, journalism, public relations or related field.
- At least five years relevant work experience.

Desirable knowledge and/or experience required

- Relevant skills, experience or knowledge of science communication would be highly regarded.

Desirable behaviours

- A self-starter able to work independently.
 - Able to work as part of a distributed team.
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