



Position Profile

Office of People and
Capability
REC 07.03A
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Position title	Communications Officer
Position number	8756
Position classification	HEW Level 5
Organisational unit	Research institute for the Environment and Livelihoods
Location	Casuarina Campus
Reporting to title	Knowledge Broker NESP Northern Australia Environmental Resources Hub
Employment conditions	Salary, superannuation and allowances in accordance with the CDU and Union Enterprise Agreement.
Special provisions	<ul style="list-style-type: none">• Attendance at regional stakeholder meetings may be required• Ability to travel to regional and remote locations• It is a requirement of the position for the occupier to hold a current clean NT drivers licence.

SECTION 1: University environment

Charles Darwin University (CDU) is one of a kind. Our headquarters are set in country that is home to the world's oldest living culture; we are geographically closer to seven major Asian cities than to any Australian capital; we are geographically closer to seven major Asian cities than to any Australian capital; we are the Northern Territory's only university.

These attributes form the rich mosaic that is CDU. They drive who we engage with, what we research, how we deliver education and training, what we value and how we imagine our future.

We are a dual sector university with 11 campuses and centres stretching across the Territory and into Sydney and Melbourne. We are vital to satisfying the Territory's needs for education and training, and helping to build its economic, social and cultural capital, as well as supporting a wide range of national and international students. The relatively small population locally has impelled us to pioneer online learning – with our courses now reaching all corners of Australia and internationally.

The impact of our research is felt nationally and increasingly among our neighbours in Asia, and is reflected in CDU's high placement international rankings. We are committed to social justice, sustainability, creativity and collective effort. We support our staff and students to follow their passions to help shape a brighter future for everyone. We are proud of who we are.

We acknowledge and pay respect to the Traditional Owners of the lands on which our campuses and centres are situated, and their elders past and present.

SECTION 2: Business unit environment

The Faculty of Engineering, Health, Science and the Environment drives the twin goals of teaching and research. The Faculty offers a broad range of innovative programs that prepare students for a diverse range of career paths through study at undergraduate and postgraduate levels.

Within the School of Environment the Research Institute for the Environment and Livelihoods (RIEL) is a Tier One research institute that consolidates CDU's environmental research and postgraduate training across the natural, social and spatial sciences. RIEL also hosts the Centre for Renewable Energy, the Darwin Centre for Bushfire Research, and the Northern Australia Environmental Resources Hub of the National Environmental Science Program (NESP) (and is a key partner in the Threatened Species and Marine Biodiversity NESP Hubs, and the North Australian Marine Research Alliance (NAMRA)).

The \$24m Northern Australia Environmental Resources Hub assists decision makers to understand, use, manage and safeguard northern Australia's outstanding natural environment through world-class science. Working in the Kimberley, Top End, the Gulf and Cape York, Hub research focuses on land and water planning, ecosystems and economics, Indigenous land management, and fire, weeds and feral animals.

SECTION 3: Purpose of the role

The Communications Officer works with the Knowledge Brokering and Communications Team to help maximise the impact of Hub research through facilitating its uptake by government representatives, industry bodies, Indigenous organisations, community groups and others. The role assists with communications, office management and co-ordination to help ensure that activities are targeted, effective and integrated, and build on existing research and knowledge in a meaningful way

SECTION 4: Key accountabilities

The following accountabilities are not exhaustive and may include others as directed from time-to-time.

Knowledge, proficiency & decision-making

- Help to develop, proof/edit and assemble content for high quality Hub products e.g. factsheets, videos, reports, briefs, booklets and infographics
- Assist with developing, uploading and managing content for the Hub website and social media
- Organise and provide communications resources for researchers
- Develop and maintain a Hub photo and video library, and work with research project teams to co-ordinate new photo and video images
- Help with priority project and synthesis communications tasks
- Develop options and solutions to problems within short timeframes and available resources
- Monitor and evaluate the effectiveness of communications activities and research outcomes

Liaison & communication

- Liaise with internal and external stakeholders to prepare and distribute communications materials
- Liaise with media outlets and provide appropriate material to promote Hub research
- Assist with key engagement activities for Hub projects and priorities
- Organise displays of Hub materials at public events etc and promote the Hub at such events

Business Administration

- Assist with KB&C team finances and office administration (e.g. contracts, travel, contacts database)
- Help plan communication activities and products
- Organise logistics for whole-of-Hub and priority knowledge adoption activities

- Participate in and contribute to communication activities, meetings, events etc as appropriate

SECTION 5: Selection competencies

Essential competencies

1. Tertiary qualification, in science, science communication, journalism, media or related field or an equivalent combination of relevant experience and/or education/training
2. High level written communication skills with experience in developing effective products to communicate research to a wide range of audiences including government agencies, Indigenous communities, industry bodies research organisations and NGOs
3. High level interpersonal and oral communication skills with a demonstrated ability to establish and maintain positive relationships with researchers and external stakeholders
4. Strong administrative and logistical capabilities, including experience in working with budgets, finances, contracts and in organising workshops and other events
5. Demonstrated ability to work as part of a team in a multi-disciplinary environment, and to meet deadlines and manage competing priorities with limited supervision
6. Sound knowledge of the Microsoft Office suite of programs, and experience in, or ability to quickly learn, web content management systems (Wordpress preferable), social media platforms, and software such as Adobe Creative Cloud, Camtasia and Mailchimp

Desirable competencies

1. Demonstrated competency in videography(shooting and/or editing), photography and/or graphic design
2. Comprehensive knowledge of environmental resources and/or development agendas in northern Australia