

POSITION DESCRIPTION

ORGANISATION:

Natural Hazards Research Australia

POSITION:

Communications Officer
Full time

REPORTS TO:

Communications Manager

CONTEXT

On 1 July 2021 the Australian Government established Natural Hazards Research Australia (the Centre), with \$85 million in funding to deliver critical research into natural hazards.

The Centre is focused on natural hazard resilience and disaster risk reduction research to support the needs of a variety of critical stakeholders – including emergency service agencies and communities – in preparing for, responding to and recovering from natural hazards.

Natural Hazards Research Australia has 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.

The Centre has many participants drawn from government, private and not-for-profit sectors across Australia.

Utilisation (translation and implementation) of the knowledge and other outcomes from the Centre's activities is a fundamental activity and involves close collaboration with end-users in emergency services, land management organisations, government departments, not-for-profits and businesses.

CENTRE VALUES

Respect – to recognise and value the contributions of everyone through embracing diversity in gender, ethnicity and thought.

Focus – ensuring that our activities are aligned with the Centre's 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

This role reports to the Communications Manager and works as part of the communications team. The work is guided by the Centre's Strategic Plan to translate and promote the Centre's research program across a range of communications and public relations functions.

KEY RESPONSIBILITIES

WRITING AND EDITING

Assist with production of printed and online publications by working within the communications team to source, write, edit, proofread and distribute research content across a range of internal and external channels including media releases, printed publications, newsletters, websites and social media.

SOCIAL MEDIA

Create, source and curate content.
Monitor, track and report on social media analytics.

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.

WEBSITE AND DATABASE MAINTENANCE

Assist with updating the Centre website through a content management system.
Ensure online Centre information is up to date and functional.

STAKEHOLDER COMMUNICATION

Support the communications team in the provision of publications and materials required by stakeholders for the transfer of research knowledge.
Assist with maintenance and development of the contact management system of stakeholders.

MEDIA LIAISON

Assist in distributing stories to external and partner media and other content makers.
Build and maintain contacts in relevant media.
Monitor and track media mentions.

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:

Communications Manager
Communications team
Research services team
Centre Node Managers
Researchers and PhD students

External:

Government, agency and community partners

Media

SELECTION CRITERIA

Specific knowledge and/or experience required:

- Excellent written and verbal skills to assist with the development of high-quality content across a range of formats.
- Excellent organisational, team and communications skills.
- Experience in maintaining online content – text and images, web and social media.
- Collaborative by nature and enjoy working as part of a diverse team.
- Proficiency in the Microsoft Office suite and related programs.
- At least two years relevant work experience.
- Tertiary qualifications in a communications, journalism, public relations or related field.

Desirable:

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