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POSITION DESCRIPTION

ORGANISATION:
Bushfire and Natural Hazards Cooperative Research Centre (CRC)

POSITION:
Communications Officer
Full time, fixed term contract to 30 June 2021

REPORTS TO:
Communications Director

CONTEXT
The Bushfire and Natural Hazards Cooperative Research Centre coordinates a national research effort in hazards, including bushfires, flood, storm, cyclone, heatwave, earthquake and tsunami. It was established on 1 July 2013 with $47m in Commonwealth funding over eight years under the Australian Government’s Cooperative Research Centres Program. The CRC draws together all of Australia’s emergency service authorities with the nation’s leading experts across a wide range of scientific fields to explore the causes, consequences and mitigation of natural disasters.

CRC VALUES
Respect – recognising and valuing the contributions of everyone.
Focus – Ensuring that our activities are aligned with the CRC 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 outcomes aligned with the mission of the CRC.
Supportive Leadership – Allowing all involved in the CRC to achieve their leadership potential.
Trust and Collaboration – Sharing and working co-operatively in a trusting environment.

PURPOSE OF THE POSITION
Work within the Communications team to translate and promote the CRC research program across a range of communications and public relations functions. Assist in the promotion of the CRC through the production of media and marketing products and other communications and events activities.

KEY RESPONSIBILITIES

WRITING AND EDITING
Source and write science-based content across a wide range of channels (media releases, news stories for printed publications, e-newsletters, the web, blog content, social media). Assist with editing and proofreading of written content. Assist with uploading of content on CRC website and other publication software.

MEDIA LIAISON
Distribute stories to external media and other content makers. Build and maintain contacts in relevant media.
Monitor and track media mentions.

**SOCIAL MEDIA**
Create, source and curate content.
Monitor, track and report on CRC social media.

**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 CRC website through a content management system.
Ensure online CRC 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 contact management system (Microsoft Dynamics 365) of stakeholders.

**EVENT SUPPORT**
Assist the Communications Team with the running of CRC events as required, including conferences, community outreach activities and research meetings.

**KEY RELATIONSHIPS**
**Internal:**
Communications Director/Manager/Officer
Executive
Researchers and students
Partners

**External:**
Government and community contacts
Public

**SELECTION CRITERIA**
Specific knowledge and/or experience required -

- Developed written and verbal skills in science communication across a range of formats.
- Experience in maintaining online content – text and images.
- Excellent organisational, team and communication skills.
- Strong proficiency in the Microsoft Office suite and Adobe Acrobat.

**Desirable:**
At least 3 to 5 years relevant experience
Experience with Office 365, SharePoint and Dynamics 365.