



INFORMATION PACKAGE AND LODGEMENT DETAILS FOR INTENDING APPLICANTS

POSITION:	Communication Officer
REPORTS TO:	Communication Manager
NATURE OF APPOINTMENT:	3-year contract. Full-time appointment.
	Total remuneration package circa \$60,000–\$70,000 plus superannuation contributions
POSITION DESCRIPTION:	Refer attached
LOCATION:	University of Newcastle Callaghan Campus, NSW
	The appointee may occasionally be required to undertake duties at other locations.
FURTHER INFORMATION:	Mr Adam Barclay Communication Manager Telephone: (02) 4033 9439 Email: adam.barclay@crccare.com
CLOSING DATE:	TBC
LODGEMENT DETAILS:	Please send your application to: Communication Manager Email: adam.barclay@crccare.com

Please provide the name and contact details of three persons from whom confidential references may be sought.

Applicants are strongly advised to address each essential and desirable criterion in their application and, where possible, provide examples of relevant experience.

POSITION DESCRIPTION
Communication Officer
CRC CARE
3-year fixed term contract
Full time

CONTEXT

CRC CARE Pty Ltd (www.crccare.com) was established under the Federal Government's CRC Program in 2005 to bring together Australia's foremost expertise in science, industry and government in a partnership for the development, commercialisation and extension of advanced technologies and methods for:

- assessing contamination risks in land, groundwater and air
- managing and/or remediating contamination
- developing safe options for land use and the reuse of wastes on land
- developing solutions that are acceptable to regulatory agencies and the public, and
- capacity building.

In 2011, the CRC's federal funding was extended to 2020.

PURPOSE OF POSITION

The CRC seeks a qualified and enthusiastic Communication Officer to support the day-to-day tasks involved in promoting CRC CARE, and to assist in production aspects of the CRC's general communications. The work will involve a range of web-based, editorial, production, events and other science communication tasks servicing the needs of the CRC. This will include: coordinating and producing corporate publications (both print and web), website updates, maintenance and content creation; social media; workshops and events; newsletters; email campaigns; membership subscriptions; and other activities.

POSITION ENVIRONMENT

The successful applicant will have the ability to work with researchers as well as the CRC's industry and government partners, across a widely distributed national and multicultural organisation. They will have strong time-management skills and the ability to multitask.

They will be part of a small professional team, show initiative and imagination, be able to meet deadlines, and work both independently and with others.

The role presents an excellent opportunity to help build the profile of a research organisation that is solving contamination problems and contributing to a cleaner, safer environment.

REPORTING RELATIONSHIPS

The Communication Officer will report to the Communication Manager and will be located at CRC CARE headquarters at the University of Newcastle's Callaghan campus in NSW.

CORE RESPONSIBILITIES

Duties and responsibilities include, but are not limited to:

Communication

Under the direction of the Communication Manager, the employee will be responsible for:

- Planning and coordinating the publishing process of a range of external and internal publications (both print and electronic) from preparation of content to delivery of finished products, in close cooperation with contributors
- Developing content for, maintaining and updating the CRC CARE website and associated database
- Managing the production of corporate publications (including preparing or acquiring text and images) such as CRC CARE's *Remediation Australasia* magazine (see www.crccare.com/publications/remediation-australasia) and electronic newsletters
- Assisting managerial and technical staff with a range of editorial and production tasks, including writing, document assembly, copyediting, newsletter production, web and social media content, development of event displays/exhibits, and other communication activities
- Supporting communication tasks involving CRC CARE partner organisations.

Event coordination

- Help coordinate occasional events (including developing promotional material; organising venues, catering, AV and seating, and administering registrations and fee payments)
- Assist in general event management when needed.

Other duties

- Support activities relating to the CRC's education and technology-transfer activities
- Other duties consistent with the communication needs of the CRC as required.

Travel and after-hours duties

- Some event-related interstate and local travel may be required
- A flexible approach to work is expected as some out-of-hours work will be required.

SPECIAL REQUIREMENTS

- A current valid driver's licence.

STAFF REQUIREMENTS

Staff must follow and apply the following:

- Comply with any direction or instruction aimed at protecting the Occupational Health, Safety and Welfare of CRC CARE staff.
- Cooperate and consult with management and colleagues in the promotion of occupational health, safety and welfare matters.
- Use safe operating procedures to maintain healthy and safe working conditions and to avoid adverse effects on the health and safety of other staff.
- Take responsibility of their own safety as well as that of other staff, students and visitors to CRC CARE.

The duties as specified above may be altered in accordance with the changing requirements of the position and CRC CARE.

SELECTION CRITERIA

Essential

1. Education, training and/or relevant work experience equivalent to a degree in communications and/or publishing
2. Well-developed team skills and the ability to work with people at a range of levels across an organisation, and with diverse partner and collaborator organisations (e.g. government, research and private industry)
3. Good editorial skills and the ability to write clear, plain English for a range of audiences and publishing formats (print and web), with an excellent eye for detail and consistency
4. Experience in the production of internal and external publications (print and electronic), including planning, researching, writing, sourcing and editing content, and design/layout
5. Experience in maintaining and/or developing websites, including use of content management systems
6. Experience in working with external service providers (e.g. editors, designers, print and online suppliers, photographers and writers)
7. Involvement in the development of communication and/or marketing strategies
8. Advanced knowledge of standard MS Office software, especially Word and PowerPoint
9. Basic experience with Adobe Photoshop and InDesign software.

Desirable

1. A background in science or in working in scientific and technological organisations
2. Experience with social media (e.g. Facebook, Twitter, LinkedIn and YouTube) as a means for supporting a professional organisation's communication activities
3. Experience in event coordination.