## Melbourne Energy Institute
Faculty of Science

### Communications Coordinator

<table>
<thead>
<tr>
<th><strong>POSITION NO</strong></th>
<th>0049892</th>
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<tr>
<td><strong>CLASSIFICATION</strong></td>
<td>UoM 6</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>$89,182 – $96,536 p.a.</td>
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<tr>
<td><strong>SUPERANNUATION</strong></td>
<td>Employer contribution of 17%</td>
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<tr>
<td><strong>WORKING HOURS</strong></td>
<td>Part time (2 days/ 0.4 FTE)</td>
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<tr>
<td><strong>BASIS OF EMPLOYMENT</strong></td>
<td>Fixed term parental leave position until 13 September 2024</td>
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<tr>
<td><strong>OTHER BENEFITS</strong></td>
<td><a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a></td>
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| **CONTACT FOR ENQUIRIES ONLY** | Melbourne Energy Institute  
Email: mei-info@unimelb.edu.au |

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Position Summary

The position of Communications Coordinator sits within the Melbourne Energy Institute (MEI) at the University of Melbourne. MEI is one of the University’s six interdisciplinary research institutes, and is administratively located within the Faculty of Science. MEI delivers influential, interdisciplinary research on the transition to a clean energy system. MEI works with the community, industry and government on some of the world’s most pressing energy challenges.

The position of Communications Coordinator will join a dynamic team and be a part of a vibrant, high profile marketing and engagement program. The appointee will work with the Director, Institute Manager, Director Major Projects, and Program Leaders of the Institute to effectively oversee all communications on behalf of the Institute. This role will plan, develop, coordinate and deliver a broad range of communications activities to support the Institute’s priorities and programs to drive awareness and advocacy, internally and externally. This role will be required to develop a deep understanding of stakeholders and audiences, and to proactively identify content creation opportunities for these audiences. The role will report to the Institute Manager.

1. Key Responsibilities

1.1 Develop communications material and support event delivery

- Produce the MEI monthly newsletter, including managing a pipeline of lead news items and student profiles
- Support MEI’s events and engagement activities, including production and distribution of invitations, direct mail campaigns, website event listings, brochures, etc.
- Manage the MEI website and social media accounts, including content design, scheduling and reporting on effectiveness
- Maintain email campaign subscriber lists and event mailing lists, and manage audience responses from email campaigns
- Other duties as required, including assisting the Events Coordinator with the delivery of events

1.2 Responsibilities and compliance

- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 Essential

- Completion of a degree with relevant experience in a similar role, or an equivalent combination of relevant experience and/or education/training
- Demonstrated experience in writing for the public
- Previous experience in effectively using digital marketing as a communications tool
Expertise in branding and design for both web and printed materials

Previous experience in website management

Excellent interpersonal and written skills in order to liaise with internal and external (including overseas) stakeholders, and to provide high level communications advice for a wide range of audiences

High level organisational skills with demonstrated capacity to work both independently and within a team, and to multi-task, manage competing priorities, and meet deadlines.

2.2 DESIRABLE

Demonstrated knowledge and understanding of energy business, technology and policy issues, and the research sector at large

Experience of working within a University environment

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position will work under the general direction of the Institute Manager. You will also collaborate and seek direction from the MEI Executive when required. The incumbent will work independently to resolve day to day problems, and in carrying out tasks and will refer issues to the Institute Manager in the absence of established procedures or where issues fall outside guidelines or require significant intervention.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Communications Coordinator will assist in coordinating the Institute’s ‘public face’ and social media presence, and will therefore need to demonstrate sound judgement in what, and how information is communicated. In particular, because many energy issues can be highly politicised and contentious, the incumbent must ensure that all messages are in line with the ethos of, and not potentially damaging to, MEI.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This position requires a high degree of organisational knowledge regarding the University’s marketing and communications strategy, student administration, research support and teaching environment.

3.4 RESOURCE MANAGEMENT

The position is expected to be able to effectively coordinate the delivery of communication programs, adhering to budget requirements and other resource constraints.

3.5 BREADTH OF THE POSITION

The position acts across a range of operational activities associated with MEI. You will be required to undertake a wide range of tasks and to interact effectively with internal and external stakeholders.
It is expected that the position will have regular contact with academic and professional staff, including central Marketing and Communications, and staff within the Faculty of Science.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 Faculty of Science

http://www.science.unimelb.edu.au

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.
We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than $290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately $70 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately $56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

*Figures from the latest available data for 2015, including published international rankings data.

### 6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers).

### 6.3 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.
Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/governance