## Position Description

### Strategy and Culture
Chancellery

## Senior Public Affairs Adviser

**POSITION NO**

**CLASSIFICATION**

UOM 9

**SALARY**

$126,004 - $131,097 per annum (pro rata for part-time)

**SUPERANNUATION**

Employer contribution of 17%

**WORKING HOURS**

Full-time (1 FTE)

**BASIS OF EMPLOYMENT**

Continuing

**OTHER BENEFITS**

https://about.unimelb.edu.au/careers/staff-benefits

**HOW TO APPLY**

Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

**CONTACT FOR ENQUIRIES ONLY**

Nardia Dazkiw
Email Nardia.dazkiw@unimelb.edu.au

*Please do not send your application to this contact*

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

The Senior Public Affairs Adviser is responsible for working directly with the AD, External Communications, the Strategic Communications leads and the Divisional Communications Leads to support the development, delivery and evaluation of key media and stakeholder engagement strategies to protect and enhance the University’s reputation and brand.

This role is required to lead and manage projects and plans that support key announcements and strategic priorities, particularly in relation to managing sensitive issues that are likely to receive media interest or that have complex stakeholder engagement requirements.

This role leads the development and execution of external communication strategies and campaigns to protect the University’s reputation and position, domestically and globally.

The Senior Public Affairs Adviser works collaboratively with the Senior Media Adviser to ensure all media strategies are aligned, integrated and planned to minimise risks and issues where possible. This role is required to quickly assess reputational issues and risks and develop sound communications tactics, keeping senior stakeholders informed along the way.

Builds and maintains relationships with key sector journalists and media outlets.

Provide high-level public affairs advice to internal stakeholders as required, working closely with the Strategic Communications leadership team.

Provide guidance to Divisional Communications teams in order to achieve the most efficient and integrated use of critical incident communications and issues management capability in a complex media environment.

Excellent interpersonal and networking skills with demonstrated experience working collaboratively with stakeholders at all levels to understand and meet their communication requirements and manage their expectations.

Oversee compliance and quality assurance management, in line with requirements under the University’s risk management framework including OH&S, legislation, statutes, regulations and policies.

1. **Key Responsibilities**

   - Provide specialist media relations advice across the University in a timely manner to staff of varying levels of seniority.
   - Collaborates with across the Strategic Communications team to identify and mitigate issues and risks, develop key messages that will positively position the University in the media – aligned to Advancing Melbourne and can be leveraged across multiple channels.
   - Respond to incoming media enquiries on University-wide issues and ensure responses and/or actions are aligned to the University’s strategy, ensuring the University’s media response is aligned to key government relations plans and activities, and other stakeholder considerations as required.
   - Prepare media releases and media materials as required.
   - Write and review journalistic content to engage internal and external audiences across University channels as required.
   - Collaborate, develop and maintain positive working relationships across a range of internal and external stakeholders.
Collaborate with the wider strategic communications community to ensure consistency of messages and alignment with University-wide programs.

Respond to media issues that occur outside of business hours.

Actively identify opportunities to deliver operational excellence through process innovation and technology solutions.

Ensure compliance under the University’s Risk management framework including OHS, legislation, statutes, regulations and policies.

2. Selection Criteria

2.1 ESSENTIAL

- Tertiary qualification in communications, journalism, finance, business or a related discipline (postgraduate qualification in relevant discipline is preferred) or an equivalent combination of relevant experience and education/training.
- Significant relevant marketing and communications experience (preferably within higher education sector)
- Demonstrated successful media management during a crisis, including demonstrated experience managing multiple issues and reputational risks within a large and complex organisation.
- Demonstrated successful delivery of strategic activities within a large and complex organisation.
- Expertise with writing and pitching media content for internal and external stakeholders.
- Considerable experience in complex decision making requiring high levels of expertise and judgement.
- Strong focus and demonstrated track record in delivering exceptional client service.
- Proven ability to build, establish and maintain relationships and manage multiple stakeholders.
- Strong written and verbal communication skills.
- Proven agile and nimble approach to work
- Ability to work to a high ethical standard ensuring professionalism and confidentiality at all times.

2.2 DESIRABLE

- Proven ability to understand the portfolio and University priorities and work with and manage ambiguity and make strategic decisions in the best interests of the institution.
- Proactive inclination and aptitude to take initiative.
- Proven ability to provide advice and suggest appropriate risk based approaches to direct resources in the most appropriate way to add value for the University and to proactively agree how low risk and low strategic value work can be otherwise addressed with tools or other solutions.

3. Job Complexity, Skills, Knowledge
3.1 **LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent works under the broad direction of the Associate Director, External Communications. The position exercises a high level of independence and requires sound judgment in carrying out its responsibilities. The role will collaborate closely with other colleagues across the University.

3.2 **PROBLEM SOLVING AND JUDGEMENT**

The incumbent will be required to exercise independent judgment in prioritising and focusing their work to ensure positive outcomes. The position also requires high level of problem solving and influencing skills and will be required to communicate with a wide range of stakeholders, including both academic and professional staff.

3.3 **PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent is required to develop a sound knowledge of the University’s strategic directions to successfully deliver strategic communications.

3.4 **RESOURCE MANAGEMENT**

The position is not responsible for managing other staff members.

3.5 **BREADTH OF THE POSITION**

The incumbent will be required to liaise across the University, as well as with external stakeholders. High-level relationship building and public engagement capacity is essential, as is the delivery of sophisticated communication strategies.

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.
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:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

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

6. **Other Information**

6.1 **STRATEGY AND CULTURE**

The Strategy and Culture portfolio includes six teams:

- **University Governance**: Provides expert advice and governance support to the University Council and its subcommittees and the University Executive. The Academic Board Secretariat within the Governance team provides expert advice and governance support for the Academic Board, which is a committee of Council established under the University of Melbourne Act with delegated oversight of academic policy and quality. University Governance also oversees the University’s regulatory framework.

- **Strategy, Planning and Performance**: Oversees the development of the University strategic plans and enabling plans, and their integration and implementation through the academic and business planning framework. SPP also is responsible for monitoring and reporting on performance, including institutional rankings and international benchmarking, and undertaking institutional research and business analysis.

- **Policy and Government Relations**: Provides analysis and insight regarding public policy related to the work of the University, develops and advocates policy positions and coordinates and supports the University’s relationships with Government.

- **Community and Cultural Partnerships**: Spans the strategic leadership of the University’s place-based engagement priorities, including campus neighbourhoods, Melbourne’s west and the Goulburn Valley; and cultivating relationships with key community and civic partner organisations, including several organisations working to advance Indigenous development. The team also has oversight of the development of the cultural estate plan and cultural affiliates and departments such as the Potter Museum, Melbourne Theatre Company and Science Gallery.

- **Communications and Marketing**: The University’s Communications and Marketing function provides strategic, advisory and operational services to support the academic mission and the University strategy. It fosters a culture of best practice and collaboration across the University’s communication and marketing teams and stakeholders and uses data-driven insights to inform decision-making across the University.

- **HR and OHS**: This team specialises in attracting the best thinkers in the world, supporting our innovative and diverse community, and ensuring the University is a place to grow and thrive.

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

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 https://about.unimelb.edu.au/strategy/governance