



Communications and Events Co-ordinator

Position Detail			
Reports To	Senior Communication Advisor	Group	Office of the CEO
Classification	ASA 4	Location	Canberra
Reports – Direct Total	0		

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

Primary Purpose of Position

As **Communications and Events Co-ordinator**, you will provide critical support to the development and execution of Airservices communication and people strategies. This is an exceptional opportunity to grow your communications experience in the dynamic and fast-moving aviation industry!

Accountabilities and Responsibilities

Position Specific

- Assist the central Communications & Media and People & Leadership Strategy teams with internal/external engagement campaigns, events and other activities
- Update and manage content on Airservices website and intranet
- Monitor and update Airservices social media channels (LinkedIn, Twitter, Facebook)
- Monitor and manage the team inboxes
- Basic desktop design, including social graphics and updating brochures and publications
- Maintain team calendar of activities
- Other writing and admin support as required

People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives

Compliance, Systems and Reporting

- Maintain compliance with enterprise governance systems and policies, including Safety, Environment, WHS and Enterprise Risk

Safety

- Demonstrate safety behaviours consistent with enterprise strategies

Key Performance Indicators

Efficient, Effective and Accountable

- All events and activities are delivered on time and on budget, to a high standard
- Content on Airservices internal and external channels is published in a timely fashion and with a high degree of accuracy
- Airservices social media presence is well maintained

Commercial

- Fiscal awareness in the conduct of duties to ensure optimal financial outcomes for Airservices

Safety

- Compliance with safety, risk, environmental and any other standards

Key Relationships

- Office of the CEO Colleagues
- Customer Service Enhancement Group
- Executive Assistants to the Senior Leadership Team
- Organisational Wide Communications Staff

Skills, Competencies and Qualifications

- Bachelor's degree in communications, marketing or a related discipline (current or in progress) viewed favourably
- Demonstrated project management and organisational skills
- Strong writing and communication skills
- Knowledge of Adobe Creative Suite, Canva and other desktop publishing and design packages
- Flexible, creative team player willing to step into whatever is required to get the job done
- Ability to work well with other people
- Demonstrates integrity at all times
- Focuses on customer needs and satisfaction

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest

- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.