

Position Title	Coordinator (Digital Content)
Classification	Level 7
School/Division	Office of the Deputy Vice Chancellor (Research)
Centre/Section	International Centre for Radio Astronomy Research (ICRAR)
Supervisor Title	Senior Administrative Officer
Supervisor Position Number	313221
Position Number	319734

Your work area

ICRAR is a WA State funded high profile equal joint venture established in 2009 between Curtin University and The University of Western Australia (UWA). The Centre's headquarters are located at UWA, with research nodes at both UWA and Curtin. ICRAR has been funded with \$25 Million by the WA State Government and \$35 Million contribution from the Joint Venture Universities till 2024.

ICRAR is one of the largest astronomy institutions and one of the lead Australian organisations participating in the international Square Kilometre Array (SKA) Project. ICRAR has secured multimillion dollar contracts to participate in the SKA software development, SKA-Low power and signal distribution system and SKA-MID phase synchronisation system for the SKA construction period until 2028.

Reporting structure

Reports to: Manager – Strategic Engagement and Communications

Your role

As the appointee you will, under broad direction coordinate the Centre to external audiences and university-based stakeholders through an innovative online presence and the creation of engaging digital content.

Your key responsibilities

Coordinate, develop and deliver a strategic approach to ICRAR's online presence across multiple websites and social media platforms

Compile accurate and engaging digital content including web content and multimedia assets to support ICRAR's online presence and communications effort in general

Coordinate and implement processes to evaluate and improve ICRAR's online presence

Support the capture and maintenance of a multimedia record of ICRAR's events, activities and programs

Liaise with external astronomy outreach and education providers, schools, community groups and University staff and students to facilitate involvement and increased impact of ICRAR's online presence

Support ICRAR staff and students to build their own online presence

Coordinate casuals and volunteers to achieve outcomes for ICRAR's online presence

Undertake periodic travel to support ICRAR's outreach and education programs to schools and communities

Support the drafting, distribution and promotion of ICRAR media releases

Compile and report on outcomes and activities for ICRAR's online presence, assisting with report writing, sponsorship and funding applications

Oversee the maintenance of equipment, storage spaces and loading areas

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Substantial relevant experience in web design, science communication and project management

Knowledge and experience in social networking and digital content strategies in an online environment

Demonstrated enthusiasm for science, science communication and astronomy

Highly developed written and verbal communication skills with proven ability to adapt to different audiences and build relationships

Excellent planning and organisational skills with a demonstrated ability to set priorities and meet deadlines

Proficiency in a range of computing skills such as word processing, presentation development, spreadsheets and databases, graphic design, photo & video editing, as well as use of the internet and email

High level interpersonal and communication skills and ability to negotiate with a diverse range of stakeholders to identify needs and deliver outcomes

Ability to work independently, show initiative, problem solve and work productively as part of a team

Demonstrated ability to work collaboratively with staff from other section with competing interests.

Special requirements (selection criteria)

Regional, interstate and international travel maybe required

Occasional weekend work

Some after-hours work may be required

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/