**Appendix A**

**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch |  |

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| **POSITION DETAILS** |  |
| **Position Title:** | **Communications Coordinator** |
| **Position Number:** | 22303 |
| **Classification:** | HEO7 |
| **Faculty/Division:** | Division of External Engagement |
| **School/Branch:** | Media and Corporate Relations |
| **Reports to (position title):** | Manager, Corporate Communications |
| **Delegations:** | Relevant HR and Financial delegations as prescribed to this position in the University’s Delegations |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability |
| **Significant Working Relationships:** | * Vice-Chancellor’s Office * Faculty and School staff |

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| **POSITION SUMMARY** |
| The University of Adelaide is a large and successful university in Australia’s Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.  The Division of External Engagement Division supports the growth and success of the University through the development of partnerships and delivery of engagement programs that enhance reputation, grow revenue, and create positive, lasting change in the communities where the University engages. A hub of connectivity for transformative collaboration, the Division is the custodian of brand, reputation and relationships and champions of the University’s ability and potential to achieve impact and influence across research, education and engagement. The Division comprises Marketing, Advancement, Media & Corporate Relations, Future Students, Global Engagement and Children’s University. The Division oversees strategy and delivery of the University’s key services in domestic and international student recruitment, admissions, global engagement, alumni relations and philanthropy, media and corporate communications and industry and government partnerships and volunteers, among many others.  Reporting to the Manager, Corporate Communications, and working with a degree of autonomy, the Communications Coordinator will support strategic communication initiatives including staff forums, emails, speeches, and presentations.  The Communications Coordinator will deliver communications associated with the strategic plan, and critical situations and incidents that impact the University community, and develop communications and engagement activities to support and contribute to staff culture and to help embed the values and behaviours framework.  The Communications Coordinator will coordinate a Community of Practice (CoP) and provide senior management with advice, editorial support, and content management as required. |

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| **KEY RESPONSIBILITIES** | |
| Strategy | * Play a key role in the development of the University’s communications strategy * Provide strategic communications advice to stakeholders across the organisation * Support the execution of a cohesive internal communications strategy that builds engagement and resonance with staff, connecting the University community to the strategy and building pride in the organisation |
| Communications | * Provide communications advice and support for special projects * Support the Vice-Chancellor’s office with communications needs * Coordinate a Communications Community of Practice * Produce and deliver clear and concise communications tools and templates for internal stakeholders * Support the delivery of employee engagement campaigns * Coordinate and align communications messages and communication rollouts across multiple channels * Support the media team to deliver high-quality and coordinated internal and external communication content * Other communication needs as required |
| Relationship management | * Establish strong and effective networks across the University and externally to support the strategic objectives of the University * Partner with your internal stakeholders, including Executives, to understand their goals and messaging needs. |
| Other reasonable duties commensurate with classification level. | |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * Nil |

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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**   1. Significant experience in successfully developing internal and external communication strategies, and delivering on those strategies with targeted, measurable outcomes 2. Clear and creative writer, able to create content for a variety of audiences and channels 3. Demonstrated ability to work autonomously 4. Demonstrated understanding and experience of a range of communications channels, including digital platforms 5. Outstanding organizational skills and demonstrated ability to manage numerous projects simultaneously to ensure the timely delivery of activities 6. Demonstrated ability to work under pressure, show creativity and maintain good judgement in a fast-paced environment 7. Excellent interpersonal skills and the capacity to maintain effective relationships with all stakeholders and communicate, influence and negotiate outcomes 8. Demonstrated ability to deal sensitively with internal business matters, including confidential information 9. Knowledge of the Australian Higher Education sector desirable 10. Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery and a commitment to positively comply with the associated behaviour expectations   **Qualification/s:**   * Tertiary qualifications in a relevant discipline and extensive relevant experience |