Position Description

**College/Division:** Office of the Vice-Chancellor  
**Department/Unit:** Communications and Engagement  
**Position Title:** Project Communications Officer  
**Classification:** ANU Officer Grade 6/7 (Administration)  
**Position No:** 34801  
**Responsible to:** Corporate Communications Manager  
**Delegation(s) Assigned:** Nil

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**PURPOSE STATEMENT:**

The Communications and Engagement division is the University’s central point for corporate, internal and external communication, media relations, community engagement, public lectures and outreach, government relations and executive briefings.

The Project Communications Officer will be part of the Corporate Communications team that ensures consistent and timely corporate communications activities that enhance and protect the University’s reputation.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**

The Project Communications Officer reports to the Corporate Communications Manager and works closely with the Communications Officer as part of the multidisciplinary Communications and Engagement team. The team works closely with ANU academic staff, the Multimedia Office, the Media and Digital Communications team, the ANU Executive, Commonwealth and Government Relations, Marketing and Student Recruitment, ANU Advancement, ANU Colleges, and relevant third-party organisations.

The Project Communications Officer will make an important contribution to the successful delivery of high-quality digital communications on behalf of the University.

**Role Statement:**

Under broad direction, the Project Communications Officer will:

- Create, edit, publish and coordinate a program of digital content for a range of channels and audiences, including ideas generation; commissioning multimedia products; writing and sub-editing for On&Off Campus and staff/student emails.
- Support and provide guidance to the broader Corporate Communications and Engagement team on communication products and activities.
- Support the Communications Review and the development of a University-wide internal communications strategy following the completion of the Review.
- Prepare communications strategies for University announcements, priorities and issues.
- Support the Corporate Communications Manager to provide issues management and risk mitigation communications advice.
- Work with the ACE Engagement team and ACE Multimedia team to deliver communications materials that support key University community events.
- Support the Corporate Communications Manager to advance the objectives of the ANU Communicators’ Network.

For assistance please contact HR Division Ph. 6125 3346
- Undertake other duties consistent with the classification level of the position.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.

**SELECTION CRITERIA:**

1. Degree qualification in journalism or related field and relevant work experience and training in journalism or public relations.
2. Demonstrated editorial experience and ability to identify and tell engaging and accurate stories and other forms of written communication using digital channels to reach a range of audiences.
3. Advanced written communication skills, including proven ability to grasp complex subjects easily and write clearly and quickly.
4. Proven analytical and problem-solving skills with the ability to identify issues, risks and priorities to achieve positive outcomes for the University.
5. Strong interpersonal, consultation and communication skills with demonstrated ability to work collaboratively in a team environment, using initiative, judgement and discretion.
6. Demonstrated experience developing and implementing new approaches to using digital channels for effective and engaging communications to achieve organisational goals. Experience using a range of content and customer relationship management systems and proficiency across digital platforms would be an advantage.
7. Ability to maintain a flexible and proactive approach to tasks within a busy work environment and the ability to organise work priorities, coordinate multiple projects and meet tight deadlines, with a high level of attention to detail and great accuracy.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

**References:**

*Professional Staff Classification Descriptors*