College/Division: ANU College of Arts and Social Sciences
Position Title: Communications Coordinator
Classification: ANU Officer 6/7 (Administration)

PURPOSE STATEMENT:
The Communications Coordinator will work closely with a second Communications Coordinator and the Marketing and Communications Manager to capture and produce high-quality content, including written, video and audio, which helps tell the world about the world-class research, teaching and thinking that takes place at the ANU College of Arts and Social Sciences. In addition to the focus on digital communications, the Communications Officer will also produce video content for the College's website, written content for publications and marketing collateral, as well as for the University and wider audiences.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Communications Officer reports to the Manager, Marketing and Communications Services team in the ANU College of Arts and Social Sciences. The team is responsible for the College's marketing, coordination and planning of student recruitment activities, liaises with the college's alumni relations officer, as well as external and internal communications staff.

A major element of this role's responsibility is driving a new digital and written content for the College of Arts and Social Sciences website, to showcase the academic, student and alumni achievements and research strengths of the college.

The Marketing and Communications Services team also works closely with the other service areas within the College, including within the Marketing and Communications team, the Student Office, the Education Office and the Research Office and with relevant stakeholders in the College’s Schools and Centres. More broadly, the team works with key offices across ANU including the ANU Communications and Engagement team, ANU Advancement, and the ANU International Strategy and Future Students division.

Role Statement:
Under general direction, the Communications Officer will:
1. Source, edit and produce content, including video, from the range of the College's research, teaching and outreach activities for publication to the College's website, focussing on new appointments and key research areas
2. Write and produce engaging stories and profile pieces for the College's digital and print communication channels, including contributing to the social media presence for the college
3. Monitor media clippings on behalf of the college and report monthly on the college breakdown of attained media coverage
4. Work with the Communications Coordinator to engage with the central media office, identify and produce stories from across the College for wider audiences, including the University's magazine ANU Reporter and newsletter On Campus, as well as media releases for mainstream media
5. As required, attend the College’s key events, lectures, conferences and capture audio and video recordings and photography when appropriate, and promote academic achievements in a timely manner
6. Contribute to implementation of the college's Communications Plan.
7. As required, contribute to copywriting of college publications
8. Comply with all ANU policies and procedures, and in particular those relating to work, health and safety and equal opportunity;
9. Undertake other duties as required, consistent with the principles of multi-skilling and in line with the classification of the position.

See the classification descriptors for general staff1 and minimum standards for academic staff.2

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1Schedule 5 - General staff classification descriptors - Human Resources - ANU
2Schedule 4 - Human Resources - ANU

For assistance please contact HR Division Ph. 6125 3346
SELECTION CRITERIA:

1. Degree in communications, public affairs and/or journalism with relevant work experience or an equivalent combination of extensive relevant experience and training in media and/or public affairs.
2. Demonstrated ability to find and tell engaging and accurate stories in digital and print form for a range of audiences, as well as demonstrated experience in editing and producing digital and written content for publication. Familiarity with video editing software is highly desirable.
3. Excellent written, oral and interpersonal communication skills, including evidence of an ability to write clearly and quickly, to grasp and communicate complex subjects easily and to work with a high level of attention to detail.
4. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

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.

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<thead>
<tr>
<th>Supervisor/Delegate Signature:</th>
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<tr>
<td>Printed Name:</td>
<td>Uni ID:</td>
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Pre-Employment Work Environment Report

Position Details

<table>
<thead>
<tr>
<th>College/Div/Centre</th>
<th>ANU College of Arts and Social Sciences</th>
<th>Dept/School/Section</th>
<th>Marketing and Communication Services</th>
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<tr>
<td>Position Title</td>
<td>Communications Coordinator</td>
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<td>ANU Officer 6/7</td>
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<tr>
<td>Position No.</td>
<td>25629</td>
<td>Reference No.</td>
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In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance [https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook)
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.

<table>
<thead>
<tr>
<th>TASK</th>
<th>regular</th>
<th>occasional</th>
<th>TASK</th>
<th>regular</th>
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<tbody>
<tr>
<td>key boarding</td>
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<td>laboratory work</td>
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<td>lifting, manual handling</td>
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<td>work at heights</td>
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<td>repetitive manual tasks</td>
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<td>work in confined spaces</td>
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<td>Organizing events</td>
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<td>noise / vibration</td>
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<td>fieldwork &amp; travel</td>
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<td>electricity</td>
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<td>driving a vehicle</td>
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**NON-IONIZING RADIATION**

- solar
- ultraviolet
- infra red
- laser
- radio frequency

**IONIZING RADIATION**

- gamma, x-rays
- beta particles
- nuclear particles

**CHEMICALS**

- hazardous substances
- allergens
- cytotoxics
- mutagens/teratogens/
carcinogens
- pesticides / herbicides

**BIOLOGICAL MATERIALS**

- microbiological materials
- potential biological allergens
- laboratory animals or insects
- clinical specimens, including blood
- genetically-manipulated specimens
- immunisations

**OTHER POTENTIAL HAZARDS (please specify):**

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