POSITION DESCRIPTION

Communications and Engagement Assistant

Faculty/Division	DVC-Research and Enterprise
Classification Level	Professional 6
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	ADMIN ONLY
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	October 2024

Position Summary

The Defence Trailblazer for Concept to Sovereign Capability is a $250 million enterprise powered by the University of New South Wales (UNSW) and the University of Adelaide (UoA), with funding from the Australian Government through the Trailblazer Universities Program, as well as university and industry partners. The Defence Trailblazer will:

- Accelerate the commercialisation of research at speed and scale for the Australian Defence Force (ADF)
- Develop education training pathways to address skills gaps and defence sector's workforce needs now and in the future
- Fast-track entrepreneurs and innovators' ideas to commercialisation
- Enhance collaboration between industry, government and academia.

The Communications and Engagement Assistant (Level 6) provides proactive, practical and efficient engagement, communications and administrative support for the Defence Trailblazer's objectives and success.

The position will support various content development and engagement activities that contribute to a successful marketing and communications strategy in the Defence Trailblazer work.

The role reports to the Senior Partnerships Manager.

Accountabilities

Specific accountabilities for this role include:

- Act as the key liaison stakeholder for all marketing and media activity (including website, social media, EDMs, newsletters, video production and SharePoint) taking direction from the Senior Partnerships Manager and escalating where necessary.

- Proactively provide communications and administrative support and assistance to the Senior Partnerships Manager and the Communications and Events team.

- Support the creation, coordination and curation across all forms of content and other projects including events for Defence Trailblazer.

- Develop content (according to Defence Trailblazer style guide and meeting deadlines) for online engagement, collaborating with multiple stakeholders and managing execution through various digital channels including editing, image sourcing and design for publishing.

- Act as a point of contact for internal and external stakeholders, maintaining effective channels of communication, interpreting requests and correspondence to prioritise.

- Collect, analyse, and/or report on stakeholder feedback to improve communication strategies and engagement efforts.

- Develop and maintain effective relationships with key stakeholders internal and external to the Defence Trailblazer.

- Facilitate and plan meetings, including compiling agendas and other documents, preparing minutes and following up on allocated or outstanding meeting tasks.

- Align with and actively demonstrate the Code of Conduct and Values

- Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

- A degree in a relevant field or an equivalent level of knowledge gained through a combination of education, training and/or experience.

- Proven experience creating content for publication across multiple channels.

- Sound knowledge of digital communications channels and platforms.

- Ability to deal with ambiguity and willingness to pitch-in to support the team's objectives.

- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.

- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

- Experience working with a range of computer systems and applications, including CMS.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role. This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.