



Make
it matter.

POSITION DESCRIPTION

Communications Officer

Faculty/Division	Arts, Design & Architecture
Classification Level	Professional 6
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00094668
Shiftwork status	NOT SHIFTWORKER
Allowances	NA
On call arrangements	NA
Original document creation	1 September 2024

Position Summary

The Culturally Nourishing Schooling (CNS) project is a three-year practice/research informed program to better engage and support the education of Aboriginal and Torres Strait Islander students. The collaborative project between universities, local communities, and schools, aims to establish a culturally focused and strengths-based program that supports whole school change. The overarching focus of this project is the professional learning of a critical mass of informed teachers and school leaders, Aboriginal families, and communities in the support of sustainable improvements in the educational outcomes of Aboriginal and Torres Strait Islander students. The project is directly supported by a range of key stakeholders including local AECG committees, collaborating research schools, the New South Wales Department of Education, the Paul Ramsay Foundation, and the National Indigenous Australians Agency (NIAA).

The project focuses on a range of whole school, community, and pedagogic interventions. A core stream of activity includes five integrated strategies within schools over the course of each school year. These interventions are to be undertaken in collaboration with teachers and support their engagement in collaborating with Aboriginal staff, including Aboriginal Education Officers, Cultural Mentors, and communities. This is with a view to transform curriculum and teaching and to optimise learning and instruction in ways that resonates with students interests and needs.

The Communications Officer plays a key role within CNS, providing high level internal and external communications and stakeholder engagement. This involves communicating the research and activities of CNS to its stakeholders and the public, through media releases, website stories and content, social media, e- newsletters, and event coordination. In addition, this position provides some written communications support for the Project Lead Kevin Lowe, including correspondence, speeches, reports, and other forms of written communication.

The role reports to Associate Professor Kevin Lowe and has nil direct reports.

Accountabilities

Specific accountabilities for this role include:

- *Work collaboratively with the CNS Project team to support the ongoing communication strategy for CNS.*
- *Create content from CNS research for use across various channels (e.g. internal e- newsletter, external newsletter(s), social media, annual reports, and website).*
- *Lead media outreach and research, write, and edit articles and media releases about CNS.*
- *Assist the CNS Project team in planning and coordinating the Annual CNS Symposium, including public-facing stakeholder engagement.*
- *Create of event copy and assets, such as PowerPoints, event brochures, and related materials for internal and external communications.*
- *Work closely with the Project Lead to draft and refine stakeholder reports and other written communication for various audiences on a range of topics.*
- *Produce communication materials as required for fundraising purposes.*
- *Use discretion and initiative in applying procedures within area of responsibility, in line with UNSW policies and procedures.*
- *Align with and actively demonstrate the [Code of Conduct and Values](#)*
- *Cooperate with all health and 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 media, communications, journalism or an equivalent combination of relevant training and experience.*
- *Excellent verbal and written communications skills with a proven capacity to research and effectively promote research and educational content.*
- *Experience writing media release, pitching stories to media outlets, and developing creative narrative from key concepts and ideas.*
- *Demonstrated experience developing content for different target audiences, and the ability to write, edit, and proof materials with strong attention to detail.*
- *High level interpersonal skills, including experience working with high level internal and external stakeholders.*

- *Ability to adhere to cultural protocols and experience/knowledge of the cultural sensitives relevant to Aboriginal and Torres Strait Islander peoples, stories, and content.*
- *Skills and experience in content creation and management of a website.*
- *High level of proficiency in MS Office suite and experience working with a range of computer systems and applications, such as Mailchimp, Canva, Eventbrite, and Vimeo Video Platform as well as Social Media platforms.*
- *Excellent time and workload management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks, and meet competing deadlines and achieve required outcomes with attention to detail.*
- *Demonstrated ability to work both independently and work collaboratively and productively as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of normal daily work.*
- *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.*

Pre-employment checks required for this position

- *Australian work rights and Identity check.*

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.