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POSITION DESCRIPTION

Communications Officer

Faculty/Division	Business
Classification Level	Professional 6 G - Administrative, Clerical, Computing, Professional & Research Staff
Hours & Span (Category)	Admin only
Position number	NOT SHIFTWORKER
Shiftwork status	N/A
Allowances	N/A
On call arrangements	22 February 2020
Original document creation	

Position Summary

The **Communications Officer** plays a key a key role in increasing student and industry engagement in professional development and career-focused initiatives across UG, PG and MBA cohorts.

This role is responsible for increasing the visibility of Career Accelerator and Student Engagement Team offerings amongst students to increase participation in Work Integrated Learning (WIL) and Career Development Learning (CDL) initiatives and communicate to industry the value of supporting these initiatives.

The role reports to the Engagement Manager, supporting the Career Accelerator and Student Engagement Team and has no direct reports

Accountabilities

Specific accountabilities for this role include:

- In collaboration with the Career Accelerator and Student Engagement team, plan, develop and execute a promotion strategy that will increase visibility, awareness and participation in Career Accelerator and Student Engagement activities by students, industry and alumni.

- Manage online communities and oversee communications to UG, PG and MBA students to increase engagement with and participation in Work Integrated Learning and Career Development Learning initiatives.
- Work in collaboration with the Engagement, Program and Career Education teams to develop and maintain relationships between industry and the Career Accelerator and Student Engagement team.
- Develop and implement innovative strategies and solutions to effectively communicate Career Accelerator and Student Engagement initiatives to a range of stakeholders while ensuring reach to underrepresented groups at the University.
- Compile data and produce reports on team activities, student engagement and outcomes.
- Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications and progress reports.
- Work proactively and collaboratively with equivalent individuals/teams across the UNSW Business School.
- Represent the Business School at relevant events, meetings, forums and other activities as required.
- Participate in other ad hoc projects as required, under the direction of the Engagement Manager.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- 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

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Demonstrated skills in developing online communications and proficiency in EDM software, maintaining databases and social media campaigns.
- Demonstrated skills in coordinating and supporting career development and WIL programs and an understanding of the employment and job market will be highly regarded.
- Experience working with a range of computer systems and applications, including social media platforms, marketing campaign software and data collection tools.
- Demonstrated superior interpersonal and written communication skills with a high level of attention to detail and an ability to initiate and maintain effective stakeholder relationships whilst exercising discretion and confidentiality.
- 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.
- 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

- Verification of qualifications

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.