



Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	School of Regulation and Global Governance (RegNet)
Position Title:	Senior Communications and Engagement Officer
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	23848
Responsible to:	School Manager
Number of positions that report to this role:	0
Delegation(s) Assigned:	D8

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The School of Regulation and Global Governance (RegNet) is one of five Schools/Centres in the ANU College of Asia and the Pacific. RegNet is a dynamic community of scholars from different disciplines, including criminology, law, political science, psychology and sociology, united by our interest in governance and regulation. It has received international recognition as one of the world's most vibrant governance and regulatory academic centres, combining rigorous interdisciplinary research with innovative forms of knowledge-translation locally, nationally and globally.

The Senior Communications and Engagement Officer leads the design and implementation of RegNet's research communication strategy to strengthen the School's research profile in Australia and the Asia Pacific region.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Communications and Engagement Officer will establish and maintain a range of partner relationships with a growing cohort of stakeholders within and outside of the University. This position reports to the School Manager, RegNet and involves working closely with academic and professional staff within School, the College of Asia and the Pacific and the ANU.

Role Statement:

Under the broad direction of the School Manager:

1. Design and implement an effective and innovative research communications strategy for RegNet to strengthen its research profile in Australia and the Asia Pacific, providing strategic advice as necessary;
2. Engage with RegNet researchers and research partners in order to capture and communicate the research and policy work done at RegNet and translate this into print and digital narratives for multiple audiences;
3. Design and implement an engagement strategy which engages RegNet researchers in public conversations and policy development, providing strategic advice as necessary;
4. Manage RegNet's website including soliciting content, editing, creating content from grant applications, presentations and notes, formatting and uploading;
5. Manage the collation and reporting of RegNet's published research outcomes for internal and external reporting purposes.

6. Manage and contribute to the delivery of RegNet's schedule of activities including research seminars, workshops and conferences and chair the Activities Committee;
7. Provide supervision, mentoring and support to junior staff members, including support for professional development and ensuring completion of performance development documentation, as required.
8. Manage RegNet's external contacts database and manage all communications with this network, including the RegNet monthly electronic newsletter and other notifications and announcements;
9. Coordinate the student recruitment marketing activities for RegNet's education programmes, including production of marketing materials, both digital and print;
10. Edit content, format and project manage all RegNet outreach materials (including the Annual Report, posters, pamphlets, award notices and advertisements) in compliance with ANU Marketing guidelines and liaise as necessary with the College of Asia Pacific marketing team and the ANU Marketing Office;
11. Other duties consistent with the classification of the position and in line with the principles of multi-skilling; and
12. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Demonstrated experience developing and implementing communication and outreach activities in a research and policy environment. Postgraduate qualifications would be highly regarded.
2. Excellent written communication skills with demonstrated ability to write creatively, edit complex material, present ideas and materials with confidence and disseminate information using innovative technologies.
3. Experience in developing and coordinating delivery of print and digital publications, including familiarity with desktop publishing packages and templates based on products such as Adobe CS5, InDesign and Publisher.
4. Excellent 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. Proven ability to interpret, adapt and apply policy and procedures and to provide advice within a complex organisation. A strong commitment to high quality customer service and the ability to consult, liaise and develop positive working relationships with a diverse range of people.
6. A demonstrated knowledge and understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broadbanded 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.

References:

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CAP	Dept/School/Section	RegNet
Position Title	Senior Communications and Engagement Officer	Classification	ANUO 6/7
Position No.	23848	Reference No.	

In accordance with the Work Health and Safety Act 2011 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . <https://services.anu.edu.au/human-resources/health-wellbeing/planning/managing-work-health-safety-whs-risk> Enrolment on relevant OHS training courses should also be arranged – see <https://services.anu.edu.au/news-events/hr-calendar>
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

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.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					