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| **Position Title:** | Program Manager (Research Communication and Outreach) |
| **Classification:** | ANU Officer Grade 8 (Administration) |
| **College/Division:** | ANU College of Asia and the Pacific |
| **Faculty/School/Centre:** | Coral Bell School of Asia Pacific Affairs |
| **Department/Unit:** | Department of Pacific Affairs |
| **Position No:** | TBA |
| **Responsible to:** | Pacific Research Program (PRP) Deputy Team Leader |
| **Number of positions that report to this role:** | 2 |
| **Delegation(s) Assigned:** | D6 |

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| **PURPOSE STATEMENT**  The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, education and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.  The Coral Bell School of Asia Pacific Affairs is one of four Schools within the ANU College of Asia and the Pacific. The School is dedicated to advancing analysis and understanding of the international, political, societal, and strategic affairs of the Asia and Pacific region and its constituent countries. The Department of Pacific Affairs (DPA) is one of five units within the School, and is the leading international centre for applied multidisciplinary research on governance issues in the Pacific.  The Program Manager (Research Communication and Outreach) will manage the Department’s communication and outreach program activities. Working closely with the Pacific Research Program (PRP) Deputy Team Leader, the Program Manager (Research Communication and Outreach) will provide strategic direction to the DPA in order to ensure the Department achieves its aims, strategic directions and operational objectives, with a view to increasing the impact of program activities and enhancing the program’s reputation outside and within government.    **KEY ACCOUNTABILITY AREAS**  **Position Dimension & Relationships:**  The Program Manager (Research Communication and Outreach) will work closely with the DFAT PRP Manager, under broad supervision from the ANU PRP Deputy Team Leader. They will also work closely with Department, School and College stakeholders. They will supervise the DPA Research, Communications and Outreach Team, overseeing the day-to-day provision of high quality, professional support for strategic research communication and outreach activities, building professional relationships with internal and external stakeholders, both domestic and international, supporting the achievement of the College and University strategic objectives.  **Role Statement:**  Under broad direction of the Pacific Research Program (PRP) Deputy Team Leader, and responsive to the School Manager, the Program Manager (Research Communication and Outreach) will:   1. Develop and implement an effective research communication strategy that enables timely dissemination of research findings to external stakeholders, including those in government, the policy community and the region more broadly. 2. Provide proactive and expert advice to the DPA management committee and DPA staff on matters relating to research communications, ensuring compliance with the University's policies, procedures, guidelines and legal requirements. 3. Design, develop and implement a high quality program of outreach seminars, conferences and events, including the capstone State of the Pacific Conference, to develop and enhance knowledge-sharing in the policy and program design community working in and on the Pacific 4. Provide support to DPA staff in responding to requests from external stakeholders, including government, the donor community, the Australian and regional parliaments, the NGO community, consulting agencies, managing contractors and the media within Australia and the region, regarding DPA’s work. 5. Provide effective supervision to the DPA Communications team, ensuring that workloads are managed and all objectives and deadlines are met, supporting their career development and knowledge sharing, and assisting the DPA Convenor in building a high performing team. 6. Manage the collation, editing and reporting of the DPA’s published research outcomes for internal and external reporting purposes, including but not limited to the ongoing project management and administration of annual reports. 7. Manage the DPA’s websites and manage the development and distribution of outreach and promotional material (posters, pamphlets, award notices and advertisements) including but not limited to content and formatting and liaison as necessary with the University and participating university marketing offices. 8. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity. 9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling. |

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| **SELECTION CRITERIA**   1. Postgraduate qualifications, or progress towards and/or extensive relevant experience in areas of communication, media, public affairs or similar field. Knowledge of international politics and development issues, ideally in relation to the Pacific, coupled with an awareness of current thinking on international development challenges and trends in international development assistance will be highly regarded. 2. Demonstrated experience in the development and implementation of communications, outreach and stakeholder engagement strategies, and an understanding of their context in a university or similarly complex environment. 3. Demonstrated supervisory experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner and on budget. 4. Excellent communication skills, with an emphasis on communicating complex concepts and research findings clearly and concisely as well as a demonstrated ability to effectively present ideas and materials and disseminate information to a broad range of audiences and stakeholders. 5. Demonstrated high level of interpersonal, consultation and negotiation skills, including the ability to build and maintain effective relationships across all levels of an organisation and to build and maintain strong internal and external stakeholder relationships. 6. Demonstrated experience in the planning, production and delivery of high quality material for print and digital media channels. Experience using innovative technologies and developing multimedia content and social media management would be highly regarded. 7. Demonstrated ability to design, coordinate, implement and evaluate outreach programs, including seminars and large conferences. 8. A demonstrated high level of understanding of equal opportunity principles and policies and a commitment to their application in a University context. |
| References: [Professional Staff Classification Descriptors](https://services.anu.edu.au/human-resources/enterprise-agreement/schedule-5-professional-staff-classification-descriptors) |