

## ABC POSITION DESCRIPTION

<b>Division:</b> <i>Engagement</i>	<b>Position Title:</b> <i>Communications Advisor (12 month contract)</i>
<b>Department:</b> <i>Communications</i>	<b>Classification:</b> Admin/Professional Band 8 (non-rostered)
<b>Location:</b> <i>Sydney</i>	<b>Position No:</b>
<b>Reporting to:</b> <i>Internal Communications Lead</i>	<b>Approval Date:</b>

**Purpose :**    To enable the business outcomes of a major technology transformation program through the development and delivery of internal communication. Reporting to the ABC's Internal Communications Lead, and working with the Change Manager, this role supports the Chief Digital and Information Officer, Technology with an ABC wide technology transformation.

**Key Accountabilities:**

1.    Develop and execute internal communication strategies and plans that maximise employee adaption to change and minimise resistance
2.    Work with Project Manager and Change Manager to build communication activities into the overall project plan
3.    Work with other key stakeholders and specialist groups (eg People and Culture) in the formulation of communication plans and activities to support project implementation
4.    Work with Communications team to ensure communication activities are aligned with the ABC's overall approach to internal communications and channels
5.    Manage and track the deliverables of the communications plan
6.    Provide internal communication support to the Communication Team on other ABC wide technology related projects
7.    Design and implement communication activities with creative flair, being mindful of the different needs of our employees
8.    Actively promote the ABC values and apply all relevant workplace policies and guidelines.
9.    All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers.

**Key Capabilities/Qualifications/Experience:**

1.    Communications, PR, Marketing or other relevant tertiary qualification
2.    Minimum 5-years experience in internal communication
3.    Experience in large-scale organisational change
4.    Knowledge of industry standard change management principles, methodologies and tools (AGSM or Prosci desirable)
5.    Experience in applying a structured, systematic approach to deliver practical communication plans as part of an overall change strategy

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6. Familiarity with project management approaches, tools and phases of the project lifecycle desirable
7. Exceptional communication skills – written and verbal.
8. Ability to clearly articulate messages to a variety of audiences.
9. Excellent active listening skills.
10. Ability to establish and maintain strong relationships: able to work effectively at all levels in our organisation
11. Ability to influence others and move toward a common vision or goal: a team player who's able to work collaboratively with and through others.
12. Flexible and adaptable; able to work in ambiguous situations.
13. Organised with a natural inclination for planning strategy and tactics.
14. Working experience with media technologies, software and systems desirable
15. Ability to work independently and as part of a small dynamic team.
16. Ability to work in a fast-paced team environment under tight deadlines
17. An understanding of and commitment to the ABC's aims, values and workplace policies.